

# Fallbrook Regional HEALTH DISTRICT

138 S. Brandon St. • Fallbrook CA 92028 • 760-731-9187

## BOARD OF DIRECTORS REGULAR BOARD MEETING

WEDNESDAY  
OCTOBER 8, 2019

6:00 PM

AT

**FALLBROOK REGIONAL HEALTH DISTRICT  
ADMINISTRATIVE OFFICE  
138 SOUTH BRANDON ROAD  
FALLBROOK, CA 92028**

# Fallbrook Regional HEALTH DISTRICT

## AGENDA REGULAR BOARD MEETING

Tuesday, October 8, 6:00 p.m.

Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook

### A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

### B. ADDITIONS TO AGENDA

Pursuant to the Brown Act, additions to the Agenda as posted are exceptional, and expressly limited to three specific situations, as set forth in Government Code 54954.2(b): (1) an “emergency” as determined by majority vote of the board; (2) a 2/3 vote of the board finding that an item requires immediate action – and the need for this action arose in time after the agenda was posted or (3) the item was continued from an earlier meeting (no more than 5 days earlier), at which time the item was validly posted on the agenda of the earlier meeting.

### C. BOARD MEMBER AND PUBLIC COMMENTS

Opportunity for board members and citizens to speak on items of interest within subject matter jurisdiction of the District. Please note that, for comments made on items not appearing on the current agenda, the Board may take no action as to the comment at the current meeting (Gov’t Code 54954.3[a]), and the Board is allowed only a brief response to the speaker’s comment. For the record, please state your name. “Request to speak” cards should be filled out in advance and presented to the Board Chair or the recording secretary. The Board has a policy limiting any speaker to not more than five minutes

### D. PRESENTATIONS

D1. Public Hearing – Possible 5% Increase in Director Meeting Compensation

### E. CONSENT ITEMS

E1.	Approval of August 2019 Financial Statements.....	2
E2.	Minutes of September 3, Strategic Planning Committee Meeting.....	17
E3.	Minutes of September 4, 2019 Finance Committee Meeting.....	19
E4.	Minutes of September 11, 2019 Regular Board Meeting.....	22
E5.	Minutes of September 13, 2019 Facilities Committee Meeting.....	28
D4.	Minutes of September 27, 2019 Gov’t and Public Engagement Committee Meeting.....	31

### F. REPORTS

F1.	Finance Committee – Directors Jeffries and Mroz	
F2.	Gov’t and Public Engagement Committee – Directors Schwartz-Frates and Mroz	
F3.	Facilities Committee – Directors Leach and Mroz	
F4.	Strategic Planning Committee – Directors Salmon and Jeffries	
F5.	Executive Director – Rachel Mason .....	35
F6.	General Counsel – Jeffrey Scott	

### G. DISCUSSION ITEMS

G1.	Review Resolution 430 – Establishing Policies and Procedures for Implementing the California Public Records Act and Policy .....	53
G2.	Review Grant Policy.....	58
G3.	Review Election of Directors and Board Vacancies Policy .....	66

**H. ACTION ITEMS**

H1. Consideration and Adoption of Ordinance No. 2 – Increasing Compensation of Directors ..... 69

H2. Consideration and Adoption of Resolution 429 – Adopting Meeting Compensation Guidelines and a Policy of Six (6) Meetings Per Month ..... 71

H3. Approval of Meeting Compensation Policy 3010 ..... 73

**I. ITEMS FOR SUBSEQUENT MEETINGS**

- I1. Other Director/Staff discussion items
- I1a. Item(s) for future board agendas
- I1b. Announcements of upcoming events:
- **ACHD 65<sup>th</sup> Annual Meeting – October 9-11**, La Jolla
  - **Community Collaborative for Health & Wellness Committee (CCH&W)** meeting – 3<sup>rd</sup> Wednesday, **October 16**, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook
  - **Strategic Planning Committee meeting – October 16**, 5:00pm, Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
  - **Fallbrook Chamber of Commerce “Fallbrook Harvest Faire 2019”** – Sunday, **October 20**, 9:00a-4:00p, Downtown Fallbrook
  - **Bonsall Chamber of Commerce “Fall Festival”** – Saturday, **October 26**, 10:00a-3:00p, location to be determined
  - **CSDA "Essential Communications for Every Special District" Workshop** – Wednesday, **October 30**, San Diego
  - **Finance Committee** meeting – 1<sup>st</sup> Wednesday, **November 6**, 5:30pm, FRHD Administrative Office, Board Conference Room, 138 S. Brandon Rd., Fallbrook
  - **Woman of Wellness** meeting – 1<sup>st</sup> Thursday, **November 7**, 6:00 – 7:30pm, Fallbrook Library
- I2. Next Regular Board meeting – Wednesday, November 13, 2019, 6:00pm, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

**J. ADJOURNMENT**

**NOTE:** I certify that on Friday, October 4, 2019 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Fallbrook Regional Health District, said time being at least 72 hours in advance of the meeting. The American with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of District business. If you need assistance to participate in this meeting, please contact the District office 24 hours prior to the meeting at 760-731-9187.



Board Secretary/Clerk

## **CONSENT ITEMS**

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**BALANCE SHEET COMPARISON**  
Comparison of August 2019 to July 2019

	Aug 31, 19	Jul 31, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
102.3 · Cash in Bank-P.W. Oper. Acct.	600,075	627,559	(27,484)
102.6 · Cash in Bank -LAIF	1,328,776	1,374,776	(46,000)
102.9 · CalTRUST Investment Account	7,050,882	6,989,929	60,954
102.91 · Petty Cash	65	178	(114)
<b>Total Checking/Savings</b>	<b>8,979,798</b>	<b>8,992,442</b>	<b>(12,644)</b>
<b>Other Current Assets</b>			
104 · Prepaid Insurance	22,171	24,368	(2,197)
107 · Tax apportion receivable	13,012	30,919	(17,906)
110 · Reimbursmnt Rec'ble - Comm Inv	362	46,362	(46,000)
<b>Total Other Current Assets</b>	<b>35,545</b>	<b>101,649</b>	<b>(66,104)</b>
<b>Total Current Assets</b>	<b>9,015,343</b>	<b>9,094,090</b>	<b>(78,748)</b>
<b>Fixed Assets</b>			
121 · Equipment	62,844	59,623	3,221
121.2 · Equipment Depreciation	(38,137)	(37,338)	(799)
<b>122.0 · ASSETS</b>			
122.01 · ALVARADO STREET	291,240	291,240	
122.012 · ALVARADO IMPROVEMENTS	998	356	642
122.02 · BRANDON ROAD - ADMIN BLDG	291,240	291,240	
122.022 · BRANDON IMPROVEMENTS	4,337	356	3,981
122.03 · E MISSION ROAD	1,801,419	1,801,419	
122.032 · E MISSION IMPROVEMENTS	30,101	28,817	1,284
122.039 · ACCUM DEPR - MISSION IMROVEMNTS	(1,356)	(1,187)	(170)
<b>Total 122.0 · ASSETS</b>	<b>2,417,979</b>	<b>2,412,242</b>	<b>5,737</b>
<b>Total Fixed Assets</b>	<b>2,442,686</b>	<b>2,434,527</b>	<b>8,159</b>
<b>TOTAL ASSETS</b>	<b>11,458,029</b>	<b>11,528,618</b>	<b>(70,589)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
140 · Accounts Payable	14,999	26,507	(11,509)
<b>Total Accounts Payable</b>	<b>14,999</b>	<b>26,507</b>	<b>(11,509)</b>
<b>Other Current Liabilities</b>			
204 · Accrued Vacation & Sick Leave	13,927	13,927	
213 · Simple Plan Payable	2,000	900	1,100
<b>215 · District Wellness Initiatives</b>			
215.23 · Health Fair	1,440	1,500	(60)
215.39 · PSA Screening	1,369	1,912	(543)
215.43 · Mahjong	1,007	1,007	
215.46 · FHD Promotional Float	100	100	
215.50 · Woman of Wellness ( WOW)	46	100	(54)
<b>Total 215 · District Wellness Initiatives</b>	<b>3,962</b>	<b>4,619</b>	<b>(657)</b>
220 · Refundable Deposit Payable	5,250	5,250	
<b>Total Other Current Liabilities</b>	<b>25,139</b>	<b>24,697</b>	<b>443</b>

**FALLBROOK REGIONAL HEALTH DISTRICT  
BALANCE SHEET COMPARISON**

Comparison of August 2019 to July 2019

	Aug 31, 19	Jul 31, 19	\$ Change
Total Current Liabilities	40,138	51,204	(11,066)
Total Liabilities	40,138	51,204	(11,066)
Equity			
300 · Unrestricted Operations Fund	1,702,889	1,702,889	
302.2 · Community Investment Fund	9,554,578	9,600,578	(46,000)
3900 · Retained Earnings	512,891	512,891	
Net Income	(352,467)	(338,944)	(13,523)
Total Equity	11,417,891	11,477,414	(59,523)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,458,029</b>	<b>11,528,618</b>	<b>(70,589)</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
For the Month Ended August 31, 2019 & Fiscal Year to Date

	Aug 19	Jul - Aug 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>400. · District</b>		
402 · Property tax revenue	13,012	43,931
403 · Interest / Dividends	12,267	26,374
406 · Unearned Inc (Loss) - Cal Trust	48,686	27,863
<b>Total 400. · District</b>	<b>73,966</b>	<b>98,168</b>
<b>450. · Properties</b>		
450.02 · Cost of Elder Str Property Sale	(3,983)	(6,061)
<b>Total 450. · Properties</b>	<b>(3,983)</b>	<b>(6,061)</b>
<b>460 · Lease Income</b>		
460.01 · Med+ Urgent Care (formerly A+)	2,800	5,600
460.03 · Rock Rose School	3,500	7,000
<b>Total 460 · Lease Income</b>	<b>6,300</b>	<b>12,600</b>
<b>Total Income</b>	<b>76,283</b>	<b>104,708</b>
<b>Gross Profit</b>	<b>76,283</b>	<b>104,708</b>
<b>Expense</b>		
<b>500 · Admin. Expenses &amp; Overhead</b>		
500.10 · Salaries	19,348	44,200
500.12 · Payroll Taxes	1,633	4,982
500.14 · W/C Insurance	146	292
500.15 · Employee Health & Welfare	2,519	5,388
500.16 · Board Stipends	2,000	3,900
500.17 · Education & Conferences	4,174	5,836
500.18 · Dues & Subscriptions		8,111
500.19 · Insurance - General	2,052	4,103
500.20 · Independent Accounting Services	850	1,700
500.21 · Annual Independent Audit	8,360	8,360
500.23 · General Counsel	4,305	5,653
500.25 · Office Expense		
01 · Communications	689	1,160
02 · I.T. and Website services	1,308	1,625
04 · Office Expenses	1,317	1,992
06 · Independent Contract Services	5,000	10,552
<b>Total 500.25 · Office Expense</b>	<b>8,314</b>	<b>15,330</b>
500.27 · Depreciation	969	1,884
500.29 · Dist Promotions & Publications	3,801	4,342
500.30 · Simple IRA Expense	1,650	3,000
500.32 · Consultant Fees		1,241
500.33 · Copier Lease	802	1,604
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	<b>60,922</b>	<b>119,925</b>
<b>550 · Mgmt./Maint. - Alvarado Street</b>		
550.10 · Maintenance Services & Repairs	330	455

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended August 31, 2019 & Fiscal Year to Date**

	Aug 19	Jul - Aug 19
550.13 · Renovations & Improvements		
550.32 · Consultant Fees		604
<b>Total 550 · Mgmt./Maint. - Alvarado Street</b>	<b>330</b>	<b>1,059</b>
<b>570 · Mgmt./Maint. - E. Mission Road</b>		
570.02 · Gas & Electric	25	51
570.03 · Water	54	108
570.04 · Waste Management	69	69
570.06 · Landscape - Grounds Environment	700	1,400
570.10 · Maintenance Services & Repairs	181	2,251
570.11 · Contractor Expense	330	330
570.22 · Property Manager	75	750
570.25 · Office Expense		
25.01 · Communications	116	116
25.04 · Office Expenses	72	72
<b>Total 570.25 · Office Expense</b>	<b>188</b>	<b>188</b>
570.32 · Consultant Fees	1,523	2,660
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	<b>3,144</b>	<b>7,806</b>
<b>590 · Mgmt./Maint. - S. Brandon Road</b>		
590.01 · Property Manager	675	900
590.02 · Gas & Electric	885	1,611
590.03 · Water	249	468
590.04 · Waste Management	76	76
590.06 · Landscape - Grounds Environment	400	800
590.07 · Custodial Services	720	1,620
590.08 · Elevator	191	382
590.09 · Vehicle Expenses	222	222
590.10 · Maintenance Services & Repairs	1,252	2,803
590.11 · Medical Records Store & Service	4,740	10,762
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>9,410</b>	<b>19,644</b>
<b>600 · Community Health Contracts</b>		
600.02 · Fbk Citizens Crime Prevention		2,825
600.03 · Be Well Therapy, Inc.		5,929
600.04 · Boys & Girls Club		19,240
600.05 · Community Health Systems, Inc.		30,000
600.07 · Fbk Senior Citizens Srvc Club		31,250
600.08 · Fallbrook Smiles Project		22,545
600.11 · Palomar Family Counseling Srvc		16,856
600.17 · Foundation for Senior Care		71,840
600.18 · Fallbrook Food Pantry		32,500
600.33 · REINS Therapeutic Prgm		24,716
600.37 · Trauma Intervention Prgm of SD		2,500
600.46 · Mental Health Systems, Inc.		2,534
600.51 · North County C.E.R.T. Inc.		1,305
600.58 · Michelle's Place		8,041
600.60 · D'Vine Path, Inc.		1,910
600.61 · San Diego North County Lions		5,000



**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Income Statement**  
**For the Month Ended August 31, 2019 & Fiscal Year to Date**

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	Aug 19	Jul - Aug 19
600.62 · Neighborhood Healthcare		3,750
Total 600 · Community Health Contracts		282,741
800 · District Direct Care Services		
800.02 · Med+ Urgent Care	16,000	26,000
Total 800 · District Direct Care Services	16,000	26,000
Total Expense	89,806	457,175
Net Ordinary Income	(13,523)	(352,467)
Net Income	(13,523)	(352,467)

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss YTD Actual vs Budget**

July through August 2019

	Jul - Aug 19	Budget	\$ Over Bu...
Ordinary Income/Expense			
Income			
400. · District			
402 · Property tax revenue	43,931	41,000	2,931
403 · Interest / Dividends	26,374	35,000	(8,626)
406 · Unearned Inc (Loss) - Cal Trust	27,863	5,000	22,863
Total 400. · District	98,168	81,000	17,168
450. · Properties			
450.02 · Cost of Elder Str Property Sale	(6,061)	0	(6,061)
Total 450. · Properties	(6,061)	0	(6,061)
460 · Lease Income			
460.01 · Med+ Urgent Care (formerly A+)	5,600	5,600	0
460.03 · Rock Rose School	7,000	7,000	0
Total 460 · Lease Income	12,600	12,600	0
Total Income	104,708	93,600	11,108
Gross Profit	104,708	93,600	11,108
Expense			
500 · Admin. Expenses & Overhead			
500.10 · Salaries	44,200	42,673	1,527
500.12 · Payroll Taxes	4,982	3,500	1,482
500.14 · W/C Insurance	292	292	0
500.15 · Employee Health & Welfare	5,388	5,333	54
500.16 · Board Stipends	3,900	5,000	(1,100)
500.17 · Education & Conferences	5,836	2,000	3,836
500.18 · Dues & Subscriptions	8,111	9,010	(899)
500.19 · Insurance - General	4,103	4,103	(0)
500.20 · Independent Accounting Services	1,700	1,333	367
500.21 · Annual Independent Audit	8,360	9,000	(640)
500.23 · General Counsel	5,653	8,333	(2,681)
500.25 · Office Expense			
01 · Communications	1,160	1,033	127
02 · I.T. and Website services	1,625	1,000	625
03 · Refreshments	0	250	(250)
04 · Office Expenses	1,992	2,000	(8)
05 · LAFCO Admin fees	0	1,367	(1,367)
06 · Independent Contract Services	10,552	10,000	552
Total 500.25 · Office Expense	15,330	15,650	(321)
500.27 · Depreciation	1,884	1,633	250
500.29 · Dist Promotions & Publications	4,342	2,000	2,342
500.30 · Simple IRA Expense	3,000		
500.32 · Consultant Fees	1,241	2,500	(1,259)
500.33 · Copier Lease	1,604	1,567	38
500.36 · Accrued Vacation & Sick Leave	0	1,167	(1,167)
Total 500 · Admin. Expenses & Overhead	119,925	115,096	4,829
550 · Mgmt./Maint. - Alvarado Street			
550.10 · Maintenance Services & Repairs	455		
550.32 · Consultant Fees	604		

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss YTD Actual vs Budget**

July through August 2019

	Jul - Aug 19	Budget	\$ Over Bu...
Total 550 · Mgmt./Maint. - Alvarado Street	1,059		
570 · Mgmt./Maint. - E. Mission Road			
570.02 · Gas & Electric	51	1,250	(1,199)
570.03 · Water	108	417	(309)
570.04 · Waste Management	69	75	(6)
570.06 · Landscape - Grounds Environment	1,400	2,000	(600)
570.07 · Custodial Services	0	780	(780)
570.10 · Maintenance Services & Repairs	2,251	2,500	(250)
570.11 · Contractor Expense	330	0	330
570.12 · Fire Alarm System	0	500	(500)
570.22 · Property Manager	750		
570.23 · General Counsel	1,523	10,000	(8,478)
570.25 · Office Expense			
25.01 · Communications	116		
25.02 · I.T. & Website Services	0	250	(250)
25.04 · Office Expenses	72	1,500	(1,428)
25.06 · Independent Contract Services	0	833	(833)
Total 570.25 · Office Expense	188	2,583	(2,396)
570.29 · Dist. Promotions & Publications	0	2,000	(2,000)
570.32 · Consultant Fees	1,138	5,000	(3,863)
Total 570 · Mgmt./Maint. - E. Mission Road	7,806	27,105	(19,299)
590 · Mgmt./Maint. - S. Brandon Road			
590.01 · Property Manager	900	2,500	(1,600)
590.02 · Gas & Electric	1,611	1,667	(56)
590.03 · Water	468	500	(32)
590.04 · Waste Management	76	75	1
590.06 · Landscape - Grounds Environment	800	1,833	(1,033)
590.07 · Custodial Services	1,620	1,333	287
590.08 · Elevator	382	417	(35)
590.09 · Vehicle Expenses	222	222	0
590.10 · Maintenance Services & Repairs	2,803	833	1,970
590.11 · Medical Records Store & Service	10,762	3,667	7,096
590.12 · Fire Alarm System	0	167	(167)
590.13 · Renovations / Improvements			
.13.01 · Architect Expense	0	1,667	(1,667)
Total 590.13 · Renovations / Improvements	0	1,667	(1,667)
Total 590 · Mgmt./Maint. - S. Brandon Road	19,644	14,881	4,764
600 · Community Health Contracts			
600.02 · Fbk Citizens Crime Prevention	2,825	2,825	0
600.03 · Be Well Therapy, Inc.	5,929	5,929	0
600.04 · Boys & Girls Club	19,240	19,240	0
600.05 · Community Health Systems, Inc.	30,000	30,000	0
600.07 · Fbk Senior Citizens Srvc Club	31,250	31,250	0
600.08 · Fallbrook Smiles Project	22,545	22,545	0
600.11 · Palomar Family Counseling Srvc	16,856	16,856	0
600.17 · Foundation for Senior Care	71,840	71,840	0
600.18 · Fallbrook Food Pantry	32,500	32,500	0
600.33 · REINS Therapeutic Prgm	24,716	24,716	0
600.37 · Trauma Intervention Prgm of SD	2,500	2,500	0
600.46 · Mental Health Systems, Inc.	2,534	2,534	0
600.51 · North County C.E.R.T. Inc.	1,305	1,305	0
600.57 · NC Fire Protection District	0	26,250	(26,250)

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss YTD Actual vs Budget**

July through August 2019

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Bu...</u>
600.58 · Michelle's Place	8,041	8,041	0
600.60 · D'Vine Path, Inc.	1,910	1,910	0
600.61 · San Diego North County Lions	5,000	5,000	0
600.62 · Neighborhood Healthcare	3,750	3,750	0
<b>Total 600 · Community Health Contracts</b>	<b>282,741</b>	<b>308,991</b>	<b>(26,250)</b>
<b>800 · District Direct Care Services</b>			
800.02 · Med+ Urgent Care	26,000	16,000	10,000
<b>Total 800 · District Direct Care Services</b>	<b>26,000</b>	<b>16,000</b>	<b>10,000</b>
<b>Total Expense</b>	<b>457,175</b>	<b>482,072</b>	<b>(24,897)</b>
<b>Net Ordinary Income</b>	<b>(352,467)</b>	<b>(388,472)</b>	<b>36,005</b>
<b>Net Income</b>	<b>(352,467)</b>	<b>(388,472)</b>	<b>36,005</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss - Approved Annual Budget Overview**  
 July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL Jul '19 - Jun 20
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>400 · District</b>													
402 · Property tax revenue	26,000	15,000	68,000	152,000	635,000	350,000	50,000	50,000	430,000	200,000	40,000	30,000	2,046,000
403 · Interest / Dividends	17,500	17,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	200,000
406 · Unearned Inc (Loss) - Cal Trust	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	35,000
<b>Total 400 · District</b>	<b>45,500</b>	<b>35,500</b>	<b>87,500</b>	<b>171,500</b>	<b>654,500</b>	<b>369,500</b>	<b>69,500</b>	<b>69,500</b>	<b>449,500</b>	<b>219,500</b>	<b>59,500</b>	<b>49,500</b>	<b>2,281,000</b>
<b>460 · Lease Income</b>													
460.01 · Med+ Urgent Care (formerly A+)	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	33,600
460.03 · Rock Rose School	3,500	3,500	3,500	3,500	3,500	3,500	0	0	0	0	0	0	21,000
<b>Total 460 · Lease Income</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>54,600</b>
<b>Total Income</b>	<b>51,800</b>	<b>41,800</b>	<b>93,800</b>	<b>177,800</b>	<b>660,800</b>	<b>375,800</b>	<b>72,300</b>	<b>72,300</b>	<b>452,300</b>	<b>222,300</b>	<b>62,300</b>	<b>52,300</b>	<b>2,335,600</b>
<b>Gross Profit</b>	<b>51,800</b>	<b>41,800</b>	<b>93,800</b>	<b>177,800</b>	<b>660,800</b>	<b>375,800</b>	<b>72,300</b>	<b>72,300</b>	<b>452,300</b>	<b>222,300</b>	<b>62,300</b>	<b>52,300</b>	<b>2,335,600</b>
<b>Expense</b>													
<b>500 · Admin. Expenses &amp; Overhead</b>													
500.10 · Salaries	21,337	21,337	21,337	21,337	21,337	21,337	21,337	21,337	21,337	21,337	21,337	21,337	256,040
500.12 · Payroll Taxes	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
500.14 · W/C Insurance	146	146	146	146	146	146	146	146	146	146	146	146	1,750
500.15 · Employee Health & Welfare	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	32,000
500.16 · Board Stipends	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
500.17 · Education & Conferences	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
500.18 · Dues & Subscriptions	8,811	199	100	6,000	110	50	180	100	300	300	300	150	16,600
500.19 · Insurance - General	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	2,052	24,620
500.20 · Independent Accounting Services	667	667	667	667	667	667	667	667	667	667	667	667	8,000
500.21 · Annual Independent Audit	0	9,000	0	0	0	0	0	0	0	0	0	0	9,000
500.23 · General Counsel	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
500.25 · Office Expense													
01 · Communications	517	517	517	517	517	517	517	517	517	517	517	517	6,200
02 · I.T. and Website services	500	500	500	500	500	500	500	500	500	500	500	500	6,000
03 · Refreshments	125	125	125	125	125	125	125	125	125	125	125	125	1,500
04 · Office Expenses	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
05 · LAFCO Admin fees	1,367	0	0	0	0	0	0	0	0	0	0	0	1,367
06 · Independent Contract Services	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
<b>Total 500.25 · Office Expense</b>	<b>8,509</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>7,142</b>	<b>87,067</b>
500.27 · Depreciation	817	817	817	817	817	817	817	817	817	817	817	817	9,800
500.29 · Dist Promotions & Publications	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
500.32 · Consultant Fees	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
500.33 · Copier Lease	783	783	783	783	783	783	783	783	783	783	783	783	9,400
500.36 · Accrued Vacation & Sick Leave	583	583	583	583	583	583	583	583	583	583	583	583	7,000
500.40 · Video/AV Equipment	0	0	0	10,000	0	0	0	0	0	0	0	0	10,000
<b>Total 500 · Admin. Expenses &amp; Overhead</b>	<b>58,038</b>	<b>57,058</b>	<b>47,959</b>	<b>63,859</b>	<b>47,969</b>	<b>47,909</b>	<b>48,039</b>	<b>47,959</b>	<b>48,159</b>	<b>48,159</b>	<b>48,159</b>	<b>48,009</b>	<b>611,277</b>
<b>570 · Mgmt./Maint. - E. Mission Road</b>													
570.02 · Gas & Electric	625	625	625	625	625	625	625	625	625	625	625	625	7,500
570.03 · Water	208	208	208	208	208	208	208	208	208	208	208	208	2,500
570.04 · Waste Management	0	75	0	75	0	75	0	75	0	75	0	75	450
570.06 · Landscape - Grounds Environment	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
570.07 · Custodial Services	390	390	390	390	390	390	390	390	390	390	390	390	4,680
570.08 · Architect Expense	0	0	0	0	0	5,000	0	4,000	0	4,000	0	0	13,000
570.09 · Land Use - Permitting	0	0	0	0	0	5,000	0	4,000	0	4,000	0	0	13,000
570.10 · Maintenance Services & Repairs	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
570.12 · Fire Alarm System	250	250	250	250	250	250	250	250	250	250	250	250	3,000
570.23 · General Counsel	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
570.25 · Office Expense													
25.02 · I.T. & Website Services	125	125	125	125	125	125	125	125	125	125	125	125	1,500
25.04 · Office Expenses	750	750	750	750	750	750	750	750	750	750	750	750	9,000
25.06 · Independent Contract Services	417	417	417	417	417	417	417	417	417	417	417	417	5,000
<b>Total 570.25 · Office Expense</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>1,292</b>	<b>15,500</b>

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Profit & Loss - Approved Annual Budget Overview**  
 July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL Jul '19 - Jun 20
570.29 · Dist. Promotions & Publications	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
570.32 · Consultant Fees	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
<b>Total 570 · Mgmt./Maint. - E. Mission Road</b>	<b>13,515</b>	<b>13,590</b>	<b>13,515</b>	<b>13,590</b>	<b>13,515</b>	<b>23,590</b>	<b>13,515</b>	<b>21,590</b>	<b>13,515</b>	<b>21,590</b>	<b>13,515</b>	<b>13,590</b>	<b>188,630</b>
<b>590 · Mgmt./Maint. - S. Brandon Road</b>													
590.01 · Property Manager	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
590.02 · Gas & Electric	833	833	833	833	833	833	833	833	833	833	833	833	10,000
590.03 · Water	250	250	250	250	250	250	250	250	250	250	250	250	3,000
590.04 · Waste Management	0	75	0	75	0	75	0	75	0	75	0	75	450
590.06 · Landscape - Grounds Environment	917	917	917	917	917	917	917	917	917	917	917	917	11,000
590.07 · Custodial Services	667	667	667	667	667	667	667	667	667	667	667	667	8,000
590.08 · Elevator	208	208	208	208	208	208	208	208	208	208	208	208	2,500
590.09 · Vehicle Expenses	0	222	0	0	378	0	0	0	0	0	0	0	600
590.10 · Maintenance Services & Repairs	417	417	417	417	417	417	417	417	417	417	417	417	5,000
590.11 · Medical Records Store & Service	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	22,000
590.12 · Fire Alarm System	83	83	83	83	83	83	83	83	83	83	83	83	1,000
590.13 · Renovations / Improvements													
.13.01 · Architect Expense	833	833	833	833	833	833	833	833	833	833	833	833	10,000
<b>Total 590.13 · Renovations / Improvements</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>10,000</b>
<b>Total 590 · Mgmt./Maint. - S. Brandon Road</b>	<b>7,292</b>	<b>7,589</b>	<b>7,292</b>	<b>7,367</b>	<b>7,670</b>	<b>7,367</b>	<b>7,292</b>	<b>7,367</b>	<b>7,292</b>	<b>7,367</b>	<b>7,292</b>	<b>7,367</b>	<b>88,550</b>
<b>600 · Community Health Contracts</b>													
600.02 · Fbk Citizens Crime Prevention	2,825	0	0	0	2,825	0	0	2,825	0	0	2,825	0	11,300
600.03 · Be Well Therapy, Inc.	5,929	0	0	0	5,929	0	0	5,929	0	0	5,929	0	23,714
600.04 · Boys & Girls Club	19,240	0	0	0	10,000	0	0	10,000	0	0	10,000	0	49,240
600.05 · Community Health Systems, Inc.	30,000	0	0	0	30,000	0	0	30,000	0	0	30,000	0	120,000
600.07 · Fbk Senior Citizens Srvc Club	31,250	0	0	0	31,250	0	0	31,250	0	0	31,250	0	125,000
600.08 · Fallbrook Smiles Project	22,545	0	0	0	22,545	0	0	22,545	0	0	22,545	0	90,180
600.11 · Palomar Family Counseling Srvc	16,856	0	0	0	16,856	0	0	16,856	0	0	16,856	0	67,423
600.17 · Foundation for Senior Care	71,840	0	0	0	71,840	0	0	71,840	0	0	71,840	0	287,362
600.18 · Fallbrook Food Pantry	32,500	0	0	0	32,500	0	0	32,500	0	0	32,500	0	130,000
600.33 · REINS Therapeutic Prgm	24,716	0	0	0	24,716	0	0	24,716	0	0	24,716	0	98,865
600.37 · Trauma Intervention Prgm of SD	2,500	0	0	0	2,500	0	0	2,500	0	0	2,500	0	10,000
600.46 · Mental Health Systems, Inc.	2,534	0	0	0	2,534	0	0	2,534	0	0	2,534	0	10,137
600.51 · North County C.E.R.T. Inc.	1,305	0	0	0	1,305	0	0	1,305	0	0	1,305	0	5,220
600.57 · NC Fire Protection District	26,250	0	0	0	26,250	0	0	26,250	0	0	26,250	0	105,000
600.58 · Michelle's Place	8,041	0	0	0	8,041	0	0	8,041	0	0	8,041	0	32,162
600.60 · D'Vine Path, Inc.	1,910	0	0	0	1,910	0	0	1,910	0	0	1,910	0	7,640
600.61 · San Diego North County Lions	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
600.62 · Neighborhood Healthcare	3,750	0	0	0	3,750	0	0	3,750	0	0	3,750	0	15,000
<b>Total 600 · Community Health Contracts</b>	<b>308,991</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294,751</b>	<b>0</b>	<b>0</b>	<b>294,751</b>	<b>0</b>	<b>0</b>	<b>294,751</b>	<b>0</b>	<b>1,193,243</b>
<b>800 · District Direct Care Services</b>													
800.02 · Med+ Urgent Care	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
800.03 · North County Fire JPA EMSO/Amb.	0	0	0	8,889	8,889	8,889	8,889	8,889	8,889	8,889	8,889	8,889	80,000
800.04 · NC Fire JPA Public Comm.	0	0	0	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	30,000
<b>Total 800 · District Direct Care Services</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>20,222</b>	<b>206,000</b>
<b>Total Expense</b>	<b>395,835</b>	<b>86,237</b>	<b>76,766</b>	<b>105,038</b>	<b>384,127</b>	<b>99,088</b>	<b>89,068</b>	<b>391,889</b>	<b>89,188</b>	<b>97,338</b>	<b>383,939</b>	<b>89,188</b>	<b>2,287,700</b>
<b>Net Ordinary Income</b>	<b>(344,035)</b>	<b>(44,437)</b>	<b>17,034</b>	<b>72,762</b>	<b>276,673</b>	<b>276,712</b>	<b>(16,768)</b>	<b>(319,589)</b>	<b>363,112</b>	<b>124,962</b>	<b>(321,639)</b>	<b>(36,888)</b>	<b>47,900</b>
<b>Net Income</b>	<b>(344,035)</b>	<b>(44,437)</b>	<b>17,034</b>	<b>72,762</b>	<b>276,673</b>	<b>276,712</b>	<b>(16,768)</b>	<b>(319,589)</b>	<b>363,112</b>	<b>124,962</b>	<b>(321,639)</b>	<b>(36,888)</b>	<b>47,900</b>

# California State Treasurer **Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

September 04, 2019

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[PMIA Average Monthly Yields](#)

## FALLBROOK REGIONAL HEALTH DISTRICT

ADMINISTRATOR  
P.O. BOX 2587  
FALLBROOK, CA 92088

[Tran Type Definitions](#)

**Account Number:** :

August 2019 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
8/27/2019	8/26/2019	RW	1616080	WENDY LYON	-46,000.00

### Account Summary

Total Deposit:	0.00	Beginning Balance:	1,374,775.78
Total Withdrawal:	-46,000.00	Ending Balance:	1,328,775.78



CalTRUST  
 c/o Gemini Fund Services LLC  
 PO Box 541150  
 Omaha, NE 68154-9150  
 www.caltrust.org  
 Email: CalTRUSTSupport@thegeminicompanies.com  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

08/01/2019 through 08/31/2019

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Aug 31 (\$)	Value on Aug 31 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>						
CalTRUST Medium Term Fund		696,727.493	10.12	7,050,882.23	6,986,903.03	63,979.20
<b>Portfolios Total value as of 08/31/2019</b>				<b>7,050,882.23</b>		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
<b>CalTRUST Medium Term Fund</b>		<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>			<b>Account Number:</b>			
Beginning Balance	08/01/2019			695,515.293	10.05	6,989,928.69		
Accrual Income Div Reinvestment	08/30/2019	12,267.46	1,212.200	696,727.493	10.12	7,050,882.23	0.00	0.00
Unrealized Gain/(Loss)						48,686.08		
Closing Balance as of	Aug 31			696,727.493	10.12	7,050,882.23		



**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Property Tax Revenue - Fiscal Year to Date**  
 July through August 2019

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<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>400. · District</b>				
<b>402 · Property tax revenue</b>				
Gener...	07/31/19		30,918.85	30,918.85
Gener...	08/31/19		13,012.42	43,931.27
Total 402 · Property tax revenue			<u>43,931.27</u>	<u>43,931.27</u>
Total 400. · District			<u>43,931.27</u>	<u>43,931.27</u>
<b>TOTAL</b>			<b><u>43,931.27</u></b>	<b><u>43,931.27</u></b>

FALLBROOK REGIONAL HEALTH DISTRICT  
Check Detail Report - August 2019

Type	Date	Num	Name	Memo	Amount
102.3 - Cash in Bank-P.W. Oper. Acct.					
Che...	08/02/19	10729	Pamela Knox	Reimburse - Medicare	-220.00
Bill ...	08/02/19	10730	Aztec Cleaning & Mai...	Office cleaning - Inv. 250...	-180.00
Bill ...	08/02/19	10731	Constant Contact	6 months of email platfor...	-336.00
Bill ...	08/02/19	10732	L & M Enterprises, Inc.	July 2019 bookkeeping	-4,987.50
Bill ...	08/02/19	10735	DMV	License No. 8P81480 regi...	-222.00
Bill ...	08/02/19	10736	L & M Enterprises, Inc.	Amended invoice for unbil...	-564.25
Che...	08/02/19	10733		VOID: PRINTER MALFU...	0.00
Che...	08/02/19	10734		VOID: PRINTER MALFU...	0.00
Che...	08/02/19	10737	A+ Urgent Care, Inc.	VOID: see Check No. 107...	0.00
Che...	08/02/19		Microsoft Office	Microsoft Office monthly s...	-49.50
Che...	08/05/19	10738	Mireya Banuelos	Reimbursement-mileage ...	-37.35
Che...	08/05/19	10739	L & M Enterprises, Inc.	Reimbursement-Symposi...	-117.61
Che...	08/05/19	10740	Rachel Mason-Runn...	Reimbursement-staff bre...	-56.09
Che...	08/05/19	10741	Rachel Mason-Runn...	Reimbursement-mileage (...	-102.66
Che...	08/05/19	10742	A+ Urgent Care, Inc.	July 2019 subsidy per 7/2...	-8,000.00
Bill ...	08/05/19	10743	AT&T U-Verse - com...	146524365	-64.70
Bill ...	08/05/19	10744	Employment Develop...	Ltr. ID: L1278877024; Ac...	-1,302.01
Bill ...	08/05/19	10745	Fallbrook Waste - 44...	Service for Aug/Sep - Mis...	-69.00
Bill ...	08/05/19	10746	Fallbrook Waste - FH...	20-T1 441078	-75.50
Bill ...	08/05/19	10747	Glennie's Office Prod...	6493	-187.11
Bill ...	08/05/19	10748	Holmes, Rob	July 2019 stmt. - Sidewalk...	-1,500.00
Bill ...	08/05/19	10749	Iron Mountain SX-302	SX302/Fallbrook Hosp.	-6,022.43
Bill ...	08/05/19	10750	Magellan, A.D.	Inv. 1523; RFPs & Contra...	-1,068.75
Bill ...	08/05/19	10751	Schwab, Charles & C...	Acct. 4899-2865; July 20...	-900.00
Bill ...	08/05/19	10752	Village News	1641	-336.70
Bill ...	08/05/19	10753	Whalen, J. & Associa...	Inv. 19-300-04; E. Mission...	-4,376.32
Bill ...	08/05/19	10754	Village News	1641	-1,508.00
Bill ...	08/07/19	10755	Aztec Cleaning & Mai...	Office cleaning - Inv. 250...	-180.00
Bill ...	08/07/19	10756	CSDA, SD Chapter	8/15/19 dinner reservation	-30.00
Bill ...	08/07/19	10757	Termin-8 Pest Control	138 S. Brandon Rd. Exter...	-125.00
Bill ...	08/07/19	10758	Termin-8 Pest Control	617 E. Alvarado Extermin...	-125.00
Che...	08/09/19		GoDaddy.com	Annual services/emails re...	-790.56
Bill ...	08/12/19	10759	Kathleen Bogle		-1,300.00
Bill ...	08/12/19	10760	Palomar Mountain Pr...	45919	-72.29
Bill ...	08/12/19	10761	Purchase Power (Pit...	8000909009769550	-201.00
Bill ...	08/12/19	10762	Streamline	Website monthly fee - Au...	-200.00
Bill ...	08/12/19	10763	Sun Realty	7/23/19 property mgmt. in...	-1,087.50
Che...	08/21/19	10764	Rachel Mason-Runn...	Reimbursement-CSDA fo...	-991.95
Che...	08/21/19	10765	Rachel Mason-Runn...	Reimbursement-ACHD 3 ...	-2,475.00
Bill ...	08/21/19	10766	Ascent Elevator Servi...	Inv. 33592; monthly eleva...	-191.00
Bill ...	08/21/19	10767	AT&T 1636 E. Missio...	289713009	-115.82
Bill ...	08/21/19	10768	Aztec Cleaning & Mai...		-360.00
Bill ...	08/21/19	10769	CalPERS	1559595490	-2,298.59
Bill ...	08/21/19	10770	Maloney & Associate...	Inv. 20071; sidewalk bond...	-953.00
Bill ...	08/21/19	10771	Payne, Jonathan	Inv. 083694; Brandon Ro...	-2,175.00
Bill ...	08/21/19	10772	Ramirez Landscapin...		-1,100.00
Bill ...	08/21/19	10778	Scott & Jackson Esq.	Professional services July...	-2,380.00
Bill ...	08/21/19	10774	Sun Realty	8/10/19 property mgmt. in...	-750.00
Bill ...	08/21/19	10775	Touchbase	344664	-62.11
Bill ...	08/21/19	10776	ULINE	Cust. No. 14820900	-2,506.78
Bill ...	08/21/19	10777	Whalen, J. & Associa...	Inv. 19-300-05; E. Mission...	-2,944.48
Che...	08/21/19	10773	VOID CHECK	Professional services July...	0.00
Che...	08/30/19	10779	Pamela Knox	REIMBURSEMENT: wat...	-32.83
Che...	08/30/19	10780	Howard Salmon	Reimbursement: ACHD r...	-1,170.41
Che...	08/30/19	10781	A+ Urgent Care, Inc.	August 2019 subsidy per ...	-8,000.00

Type	Date	Num	Name	Memo	Amount
Che...	08/30/19	10782	Mireya Banuelos	Reimbursement-State of t...	-140.00
Che...	08/30/19	10783	Pamela Knox	REIMBURSEMENT: mile...	-25.45
Che...	08/30/19	10784	Mireya Banuelos	Reimbursement-mileage f...	-45.98
Bill ...	08/30/19	10785	AT&T	760-731-9187-555 4; 8/14...	-225.87
Bill ...	08/30/19	10786	Aztec Cleaning & Mai...	Office cleaning - Inv. 250...	-180.00
Bill ...	08/30/19	10787	Fallbrook Chamber o...	10/20/19 Harvest Faire flu...	-60.00
Bill ...	08/30/19	10788	Fallbrook Local Lock...	Inv. 1865	-672.16
Bill ...	08/30/19	10789	Fechter & Company, ...	6/30/2019 Audit completio...	-8,360.00
Bill ...	08/30/19	10790	FPUD - 7720-001	7720-001	-195.01
Bill ...	08/30/19	10791	FPUD - 7721-000	7721-000	-54.10
Bill ...	08/30/19	10792	FPUD - Wellness Ce...	7720-002	-54.10
Bill ...	08/30/19	10793	Holloway Computers	Invoice 7081: data restore...	-200.00
Bill ...	08/30/19	10794	Impact Marketing & D...		-3,341.89
Bill ...	08/30/19	10795	Key, Darren	Labor to move and assem...	-170.00
Bill ...	08/30/19	10796	Konica Minolta Leasi...	061-0116888-000	-821.48
Bill ...	08/30/19	10797	L & M Enterprises, Inc.	August bookkeeping	-5,000.00
Bill ...	08/30/19	10798	Schwab, Charles & C...	August 2019 RA contributi...	-1,100.00
Bill ...	08/30/19	10799	SDG&E - East Missio...	5182 613 597 1	-25.30
Bill ...	08/30/19	10800	SDG&E FHD - 6994	40605976994	-885.01
Bill ...	08/30/19	10801	Sun Realty	8/20/19 reimbursement in...	-1,174.11
Bill ...	08/30/19	10802	ULINE	Cust. No. 14820900	-713.98
Total 102.3 · Cash in Bank-P.W. Oper. Acct.					-88,346.24
TOTAL					<u>-88,346.24</u>



**MINUTES  
STRATEGIC PLANNING COMMITTEE**

**Tuesday, September 3, 2019 at 5:00 P.M.  
Community Room, 138 S. Brandon Rd., Fallbrook CA 92028**

1. Call to Order/Roll Call

Chairman Salmon called the meeting to order at 5:03 p.m.

The following were in attendance:

Committee Members: Howard Salmon, Chair and Jennifer Jeffries, Co-chair

Executive Director: Rachel Mason and Staff Member: Linda Bannerman

2. Public Comments

None

3. Discussion Items

a. Review of information regarding Health & Wellness center consultants

Executive Director Rachel Mason discussed her conversations with several potential consultants and provided a written synopsis of each. Discussion ensued. Consideration of a consultant will be on the October regular board meeting agenda.

b. Outline of Lyft pilot program

Discussion ensued regarding a pilot program being developed by the Executive Director and taken to the Strategic Planning for review in October. Since this is an explorative program not currently in the budget, an estimate of the cost needs to be brought as well. It would then go to the Finance Committee.

4. Adjournment

There being no further business, the meeting was adjourned at 5:36 p.m.

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Howard Salmon, Chair

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Board Secretary/Clerk



# Fallbrook Regional HEALTH DISTRICT

## MINUTES FINANCE COMMITTEE

Wednesday, September 4, 2019 at 5:30 P.M.  
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028

1. Call to Order/Roll Call

Chairperson Jennifer Jeffries called the meeting to order at 5:30 p.m.

The following were in attendance;

Committee Members: Jennifer Jeffries and Howard Salmon

Executive Director: Rachel Mason. Administrative Assistant: Linda Bannerman

Accountant: Susan Woodward and Bookkeeper: Wendy Lyon

2. Public Comments

None

3. Review of Financial Statements for July 2019

1) Balance Sheet Comparison of July to June

Total Liabilities and Equity June \$11,939,635

Total Liabilities and Equity July \$11,618,180

A decrease month to month of \$321,455.

2) Income Statement for the Month Ended July 31, 2019 & Fiscal Year to Date

The 2019-20 approved budget projected an income of \$2,335,600.

Total Income through July is \$ 28,425.

Net income for July 2019 is a negative \$339,656. This is the expected amount of net income at the beginning of the fiscal year as property tax payments to the district have not begun.

3) Profit & Loss Actual vs Budget July 2019

Based on the approved budget, the District is to date under budget by \$30,162.

4) Profit & Loss Approved Annual Budget Overview July 2019 – June 2020

Available on the District website.

5) Local Agency Investment Fund (LAIF) Statement – July

LAIF Balance is \$1,374,775.78, reflecting quarterly interest of \$8,925.37.

6) CalTrust Statement – July

CalTRUST \$6,989,928, reflecting the combined effect of a one month increase due to dividends and interest of \$ 14,106 and a unrealized gain of \$20,000. This is a month to month balance reduction of \$6,717.

Of note: The District pays less than .25% for the management of these accounts. It is paid quarterly.

7) Property Tax Revenue – fiscal year to date

Year to Date revenue is \$30,918.85

8) Check Detail – July

Available on District website.

9) Community Investment Fund

Beginning with the 2019-20 fiscal year, the Community Invest Fund report will be provided on a quarterly basis, rather than monthly, beginning in October 2019.

**Action:** It was moved, seconded and passed to accept the Financial Statements as presented and they will be reviewed at the regular board meeting.

4. Discussion Items

a. Review Resolution 429 – Adopting Meeting Compensation Guidelines and a Policy of Six (6) Meetings per Month

Discussion ensued.

**Recommendation:** The Finance Committee recommended this policy for discussion at the September regular meeting of the board, and approval of Resolution 429 at the October regular board meeting. A public hearing is required for the 5% (\$5.00) increase in stipend payment per qualified meeting attended.

b. Review Meeting Compensation Policy 3010

Discussion ensued.

**Recommendation:** The Finance Committee recommended to the full board approval of Policy 3010.

c. Review Ordinance No. \_\_\_\_ – Increasing Compensation of Directors

Discussion ensued.

**Recommendation:** The Finance Committee recommended this Ordinance for approval by the full board.

5. Adjournment

There being no further business, the meeting was adjourned at 5:49 p.m.

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Jennifer Jeffries, Chair

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Board Secretary/Clerk





# Fallbrook Regional HEALTH DISTRICT

## MINUTES

### REGULAR BOARD MEETING

Wednesday, September 11, 2019, 6:00 p.m.

Administrative Office, 1<sup>st</sup> Floor Community Room, 138 S. Brandon Rd., Fallbrook

#### A. CALL MEETING TO ORDER / ROLL CALL / ESTABLISH A QUORUM / PLEDGE OF ALLEGIANCE

Chairman Howard Salmon called the meeting to order at 6:01 p.m. The roll was called.

Howard Salmon	Present
Barbara Mroz	Present
Bill Leach	Absent
Jennifer Jeffries	Present
Kate Schwartz-Frates	Present

Also Present: Legal Counsel Jeffrey Scott; Executive Director Rachel Mason.

Staff and Consultants Present: Linda Bannerman, Mireya Banuelos, Pamela Knox, Wendy Lyon, Kathy Bogle and Susan Woodward.

Chairman Salmon called for a moment of silence in recognition of 9/11 followed by the Pledge of Allegiance.

#### B. ADDITIONS TO AGENDA

Director Schwartz-Frates requested a change, rather than an addition, asking that the Finance Committee which meets on the 1<sup>st</sup> Wednesday of each month move the start time from 5:30 p.m. to 6:00 p.m. There was consensus to agree to the change.

#### C. BOARD MEMBER AND PUBLIC COMMENTS

Leticia Stamos commented that Tuesday, September 24<sup>th</sup> is National Voter Registration Day. She noted that efforts will be ongoing until mid-February to assure voters are registered.

#### D. CONSENT ITEMS

- D1. Approval of July 2019 Financial Statements
- D2. Minutes of August 7, 2019 Finance Committee Meeting
- D3. Minutes of August 9, 2019 Strategic Planning Committee Meeting
- D4. Minutes of August 14, 2019 Regular Board Meeting

No member of the board requested an item be pulled for further discussion.

**Action:** On motion duly made, seconded and carried, the Consent Items were approved as presented.

**Motion carried:** 4-0 Director Leach absent

#### E. REPORTS

- E1. Finance Committee – Directors Jeffries and Mroz  
Chair Jennifer Jeffries reviewed the financial statements through July as follows:
  - 1) Balance Sheet Comparison of July to June
  - Total Liabilities and Equity June \$11,939,635
  - Total Liabilities and Equity July \$11,618,180
  - A decrease month to month of \$321,455.

2) Income Statement for the Month Ended July 31, 2019 & Fiscal Year to Date

The 2019-20 approved budget projected an income of \$2,335,600.

Total Income through July is \$ 28,425.

Net income for July 2019 is a negative \$339,656. This is the expected amount of net income at the beginning of the fiscal year as property tax payments to the district have not begun.

3) Profit & Loss Actual vs Budget July 2019

Based on the approved budget, the District is to date under budget by \$30,162.

4) Profit & Loss Approved Annual Budget Overview July 2019 – June 2020

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5) Local Agency Investment Fund (LAIF) Statement – July

LAIF Balance is \$1,374,775.78, reflecting quarterly interest of \$8,925.37.

6) CalTrust Statement – July

CalTRUST \$6,989,928, reflecting the combined effect of a one month increase due to dividends and interest of \$ 14,106 and a unrealized gain of \$20,000. This is a month to month balance reduction of \$6,717.

Of note: The District pays less than .25% for the management of these accounts. It is paid quarterly.

7) Property Tax Revenue – fiscal year to date

Year to Date revenue is \$30,918.85

8) Check Detail – July

Available on District website.

9) Community Investment Fund

Beginning with the 2019-20 fiscal year, the Community Invest Fund report will be provided on a quarterly basis, rather than monthly, beginning in October 2019.

Action: It was moved, seconded and passed to accept the Financial Statements as presented and they will be reviewed at the regular board meeting.

The Finance Committee discussed Resolution 429, Policy 3010, and Ordinance 1, making recommendations for approval of all by the full board when it is placed on the regular meeting agenda.

- E2. Gov't and Public Engagement Committee – Directors Schwartz-Frates and Mroz  
Chair Schwartz-Frates reviewed recent community outreach activities, including the open house at Crestwood, the annual Prostate Cancer Screening Event, Woman of Wellness and the Kinship Festival. The Chamber of Commerce 9/11 remembrance took place today, and upcoming events include the Community Collaborative for Health & Wellness and the CSDA & ACHD annual meetings. Regarding legislative matters, Director Schwartz-Frates reviewed several, including but not limited to SB276 which has been in the news as it covers medical exemptions for vaccines. AB890 covers nurse practitioners' scope of practice without physician supervision and she noted recent legislation regarding mental health services funding.
- E3. Facilities Committee – Directors Leach and Mroz  
No report
- E4. Strategic Planning Committee – Directors Salmon and Jeffries  
No report other than to note that a consultant is being sought for planning, design and programs for the property at 1636 E. Mission Road.
- E5. Executive Director – Rachel Mason  
The roofing project is on the agenda for action. The sidewalk project is moving forward with some necessary changes. When the Facilities Committee meets on Friday of this week, security gates and audiovisual upgrades will be discussed. Regarding urgent care signage, the District is working with community planning and the County of San Diego
- E6. General Counsel – Jeffrey Scott  
Assembly Bill 1184 will require all agencies to store all e-mails for two years has passed the Assembly and Senate and is going to the governor for signature.

## F. DISCUSSION ITEMS

- F1. Board Meeting of October 9, 2019 (ACHD 65<sup>th</sup> Annual Meeting, October 9-11) rescheduled to Tuesday, October 8, 2019  
 Since the regular meeting of the board would fall on Wednesday, October 9, and the ACHD Annual Meeting takes place at that time, Chairman Salmon called for discussion regarding an alternate date. It was suggested that the meeting take place on Tuesday, October 8. A quorum of directors would be available on that date and there was consensus to move the meeting to Tuesday, October 8, 2019.
- F2. Review Resolution 429 – Adopting Meeting Compensation Guidelines and a Policy of Six (6) Meetings Per Month  
 Legal Counsel discussed Resolution 429 which increases the number of compensable meetings from five to six. (Water District's allow 10 meetings) The legislature passed a bill allowing this increase, and up to a 5% increase in the amount of compensation per meeting. (\$100 to \$105 per meeting). This is covered under the Ordinance which follows the Meeting Compensation Policy 3010.
- F3. Review Meeting Compensation Policy 3010  
 This policy outlines the types of meetings qualifying for compensation. Mandated trainings and conferences are compensable.
- F4. Review Ordinance No. 2 – Increasing Compensation of Directors  
 It is required that a public hearing be noticed for this additional compensation. These three items will be brought to the board as action items next month, and a public hearing will be scheduled.

## G. ACTION ITEMS

- G1. Approval of Updates to Joint Powers Agreement Between Fallbrook Regional Health District and North County Fire Protection District  
 Executive Director Mason said these updates better reflect the nature of the shared services under the JPA.  
**Action:** On motion duly made, seconded and carried the updates to the Joint Powers Agreement between Fallbrook Regional Health District and North County Fire Protection District were approved.  
**Motion carried.** 4-0 Director Leach absent
- G2. Approval of Grant Agreement #2019-1 for North County Fire Protection District Ambulance Support  
 This support had been budgeted and discussed previously and has been moved from the JPA to the Community Health Contracts process as appropriate.  
**Action:** On motion duly made, seconded and carried, Grant Agreement #2019-1 was approved.  
**Motion carried.** 4-0 Director Leach absent
- G3. Approval of Grant Agreement #2019-2 for North County Fire Protection District Senior Medical Services Officer  
 Again, this support had been budgeted and discussed previously and as recommended by legal counsel was moved to the Community Health Contracts process.  
**Action:** On motion duly made, seconded and carried, Grant Agreement #2019-2 was approved.  
**Motion carried.** 4-0 Director Leach absent
- G4. Approval of Grant Agreement #2019-3 between North County Fire Protection District and Fallbrook Regional Health District for Customer Service/Social Media Specialist

This person will be an employee of the NCFPD and will provide services for our District as well. This was previously approved and budgeted and is now in grant language under the Community Health Contracts process.

- G5. Approval of Professional Services Agreement with Susan Woodward – Certified Public Accountant  
Chairman Salmon thanked Kathy Bogle for her years of service to the District and noted she is retiring from serving as accountant for the District. Susan Woodward, CPA, has been hired.  
**Action:** On motion duly made, seconded and carried, the Professional Services Agreement with Susan Woodward was approved.  
**Motion carried:** 4-0 Director Leach absent
- G6. Approval of Award of Construction Contract for the Metal Roof Replacement Project for the Property located at 1636 E. Mission Road, Fallbrook California  
Counsel Jeffrey Scott reviewed the bids for this project noting there had been two bidders. There had been a determination to use Option A for this property. *A Good Roofer, Inc.* was the lowest responsible, responsive bidder with a bid of \$155,108 for Option A.  
**Action:** On motion duly made, seconded and carried, this contract was awarded to Good Roofer Inc.  
**Motion carried.** 4-0 Director Leach absent
- G7. Approval of Award of Construction Contract for the Flat Roof Replacement Project for the Properties located at 138 South Brandon Road and 617 Alvarado Street, Fallbrook California  
Counsel said the same roofer submitted the lowest responsible, responsive bidder with a bid of \$108,665 covering both locations.  
**Action:** On motion duly made, seconded and carried, this contract was awarded to A Good Roofer, Inc.  
**Motion carried:** 4-0 Director Leach absent.
- G8. Approval of Amendment to the AD Magellan Construction Consulting Services Agreement to add Project Oversight services  
Counsel said this amendment outlines our project oversight services for the Fallbrook Regional Health District roof repairs. The project consists of the repairs listed in the previous Request for Proposal.  
**Action:** On motion duly made, seconded and carried, the Amendment to the AD Magellan Construction Consulting Services Agreement was approved as presented.  
**Motion carried:** 4-0 Director Leach absent

## H. ITEMS FOR SUBSEQUENT MEETINGS

- H1. Other Director/Staff discussion items
- H1a. Item(s) for future board agendas
- H1b. Announcements of upcoming events:
- **Prostate Cancer Screening, Saturday, September 7, 6:30a-8:00a, Fallbrook Family Health Center, 1328 S. Mission Rd., Fallbrook**
  - **Facilities Committee meeting, September 13, 10:00a,**
  - **Community Collaborative for Health & Wellness Committee (CCH&W) meeting – 3<sup>rd</sup> Wednesday, September 18, 10:30am-noon, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook**
  - **Fallbrook Chamber of Commerce's State of the Chamber Dinner, September 18, 5:30p, Pala Mesa Resort**
  - **CSDA Annual Conference, September 25-28, Anaheim**

- **Government & Public Engagement Committee, September 27**, 10:00a, FRHD Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
- **Finance Committee** meeting – 1<sup>st</sup> Wednesday, **October 2**, 5:30pm, FRHD Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
- **Woman of Wellness Meeting** 1<sup>st</sup> Thursday, **October 3**, 6:00 – 7:30pm, Fallbrook Library
- **ACHD 65<sup>th</sup> Annual Meeting, October 9-11**, La Jolla
- **Strategic Planning Committee meeting, October 16**, 5:00pm, Administrative Office, Board Community Room, 138 S. Brandon Rd., Fallbrook
- **Fallbrook Chamber of Commerce “Fallbrook Harvest Faire 2019”** Sunday, **October 20**, 9:00a-4:00p, Downtown Fallbrook
- **Bonsall Chamber of Commerce “Fall Festival”** Saturday, **October 26**, 10:00a-3:00p, location to be determined

H2. Next Regular Board meeting – moved to **Tuesday, October 8, 6:00pm**, FRHD Administrative Office, Community Room (downstairs) 138 S. Brandon Rd., Fallbrook

I. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:02 p.m.

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Howard Salmon, Chairman

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Board Secretary/Clerk





**MINUTES  
FACILITIES COMMITTEE**

**Friday, September 13, 2019 at 10:00 A.M.  
Community Room, 138 S. Brandon Rd., Fallbrook CA 92028**

1. Call to Order/Roll Call

Committee Chair Bill Leach called the meeting to order at 10:03 a.m.

The following were in attendance:

Committee Members: Bill Leach and Barbara Mroz (Directors Salmon, Jeffries and Schwartz-Frates attended as members of the audience only, not

Executive Director: Rachel Mason, Staff Member: Linda Bannerman and

Bookkeeper: Wendy Lyon

2. Public Comments

None

3. Discussion Items

a. Update of status of Sidewalk project – Rachel

The Executive Director said this project has begun and there are a few change orders to consider, including grading, the height of the fire hydrant and relocation of trees.

b. Update on bid process for Roofs – Rachel

The bid opening was held, and one bidder was on target for both projects. *Good Roofer Inc.* is being contracted for the roofing projects.

c. Status of Use permit for 1636 E Mission property – Wendy

The Fallbrook Planning Committee approved the revised Use Permit and it will next be considered by the County of San Diego.

d. Update of renovations to Brandon/Admin bldg. – Rachel

Discussion ensued regarding multiple renovations to the District's admin building, including adding a sink in the utility closet downstairs.

e. Update of status of fire systems for Brandon and Mission properties – Linda/Rachel

The admin building on Brandon Road needs a replacement fire system. Existing sprinklers can stay in place. A little more than \$9,000 will replace the existing fire system.

**Recommendation:** The Facilities Committee recommended to the full board approval of the replacement fire system as proposed.

f. Audio/Video System for Brandon/Admin bldg. – Rachel

Allowance for and audiovisual system had been built into this fiscal year's budget. Changes are required in the downstairs meeting room and will allow for community meetings with good audiovisual support.

**Recommendation:** The Facilities Committee recommended to the full board approval of the proposed audiovisual system through First Impulse at a total cost of under \$10,000.

g. Security gates at Brandon/Admin bldg. – Rachel

San Diego Fence has presented a proposal for gates/doors in multiple areas around the admin building for safety and security purposes. This company was also hired by Crestwood and they recommended them to the District.

**Action:** The Facilities Committee approved the proposal from San Diego Fence.

h. Plumbing at Brandon/Admin bldg. – Rachel

The Executive Director will work with the property manager regarding plumbing needs for the admin building.

i. Update of status for Mission property landscaping

Discussion ensued regarding previously approved plans for landscaping the property on E. Mission. It was agreed that planting could take place between E. Mission Road and the installed fence, since any future renovations should not impact that area. There was further discussion regarding the possible need for consideration of grading and drainage on the property.

4. Adjournment

There being no further business, the meeting was adjourned at 10:51 a.m.

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Bill Leach, Chair

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Board Secretary/Clerk





# Fallbrook Regional HEALTH DISTRICT

## MINUTES GOVERNMENT/PUBLIC ENGAGEMENT COMMITTEE

Friday, September 27, 2019 at 10:00 A.M.  
Community Room, 138 S. Brandon Rd., Fallbrook CA 92028

1. Call to Order/Roll Call  
Chair Schwartz-Frates called the meeting to order at 10:05 a.m. and Director Mroz led the Pledge of Allegiance.  
  
Committee Members in attendance: Kate Schwartz-Frates and Barbara Mroz.  
Also present: Administrative Assistant: Linda Bannerman
2. Public Comments  
None
3. Discussion Items
  - a. **Live Well and Healthy Works Program Updates** – *Director Schwartz-Frates*  
Registration is open for the Live Well Advance School Summit on October 28, 7:30 a.m. – 5:00 p.m. in San Diego. Rachel Mason shared this information with local school districts as they have expressed interest in additional health programs at their school sites and the County has health promotion teams, and there might be other programs they can share with local schools. Director Schwartz provided a legislative update some of which included AB1486 regarding the Surplus Land Act; AB1184 mandating local agencies to retain all e-mails related to agency business for 2 years; and SB39 is a tobacco bill supported by the Association of California Health Districts.  
Discussion ensued regarding the local fire district, Prop A and fire safety in unincorporated areas of the county.
  - b. **CSDA Annual Conference & Exhibitor Showcase**, September 25 – 28 – *Director Leach is attending.*
  - c. **ACHD 67th Annual Meeting**, October 9-11: Shaping Healthy Futures, will focus on preparing Healthcare Districts for the future landscape of health care, and how to adapt to the changing environment. – *Directors Salmon and Schwartz-Frates and staff Rachel Mason and Linda Bannerman will attend.*
  - d. **CSDA training** – Essential Communications for Every Special District, October 30 – *Rachel Mason and Mireya Banuelos will attend.*
  - e. **District Community Meetings/Events** – *Mireya Banuelos*
    - i. **WOW**  
Next event will be on October 3, presented by Brian MacMillan, Administrative Captain of the local fire district on “Staying Safe in Fire Season” and activities and concerns of that district. Director Mroz provided a review of the September event “What is Zero Waste.” A representative from the 2020 Census Partnership attended as well stressing the importance of everyone being counted in the census.
    - ii. **CCHW**

- iii. **Prostate Cancer Screening** event  
This annual event took place on September 7<sup>th</sup> and is always a collaborative effort. Benjamin Larson, M.D. of Tri-Valley Urology provided this year's exams. It took place at the Fallbrook Family Health Center and included volunteers from the former hospital Auxiliary and nursing students from Cal State San Marcos. Sixty-eight men participated and there were 11 abnormal results from the PSA tests and/or exams.
- iv. **Community Health Contract** – Site visit schedule  
Board members have been invited to join staff when they visit the recipients of the Community Health Contract funding.

f. **Outreach Efforts** – *Mireya Banuelos*

- i. **2020 Census Partnership**  
FRHD is supporting the efforts of the 2020 Census Partnership and has welcomed their presence at district-sponsored events to assist in their community outreach efforts.
- ii. **Harvest Faire**, Flu and Tdap shot clinic – *Pam Knox and Mireya Banuelos will man the booths.*  
Sunday, October 20, the public health nurses and nursing students from Cal State San Marcos will participate in the Harvest Faire providing free flu and Tdap vaccines and manning the District booths respectively. The students will provide interational, fun educational health activities.
- iii. **Fall Festival**, 10/28 10a-3p, Bonsall – *Rachel Mason and Linda Bannerman will man the booth*  
A District booth will be set up at the Fall Festival in Bonsall on October 28<sup>th</sup>.
- iv. **Lions Gift of Sight**, 11/23 8a-2p, 1636 E. Mission Rd., Fallbrook  
On November 23, the Lions Club is sponsoring the Gift of Site at our E. Mission Road location. This service provides free eye screening and free or low-cost refurbished eye-glasses.
- v. **Christmas Parade** 12/7 3:30p-7p  
The Board of Directors will participate in the Christmas Parade on December 7<sup>th</sup>.
- vi. **Community outreach & networking**  
Mireya Banuelos and Rachel Mason are working diligently within the community and providing information via social media.  
The District is represented very well at the several collaboratives established by County Supervisor Jim Desmond's office, meeting on a monthly basis in Fallbrook.  
The District also had a presence at the State of the Chamber meeting held annually by the Fallbrook Chamber of Commerce.  
Chair Schwartz-Frates requested consideration of a Resolution regarding limiting the vaping flavors made available in our unincorporated area consistent with recent committee legislation at the state level which is presently before Governor Newsom. This will be referred to the full board.

Chair Schwartz-Frates provided a brief overview of several topics found on health websites.

4. **Adjournment**

There being no further business, the meeting was adjourned at 10:38 a.m.

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Kate Schwartz-Frates, Chair

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Board Secretary/Clerk

## REPORTS

**REPORTS**

Executive Director – Rachel Mason

## **EXECUTIVE DIRECTOR'S REPORT - OCTOBER**

### **Facilities:**

Sidewalk project – Project is well underway and close to completion. Awaiting the light pole, final slurry and lane painting.

Roofing project –Awaiting the pre-construction meeting to issue the Notice to Proceed.

Urgent Care - Signage has been designed and will be presented to the County for approved. Still pending from last month.

### **1636 E. Mission:**

- Development Consultants – Six consultant firms were sent our Requests for Introductory Proposals (matrix and RFIP attached). Their responses are due 10/9, for review at the 10/16 Strategic Planning meeting.
- Mireya has agreed to flex and/or add to her work schedule in order to accommodate working on Monday evenings. She is doing this so that we can begin to accommodate support groups at the 1636 property. The Food Addicts in Recovery group will be our first community group to use the facility.
- Awaiting updates from J Whalen regarding when our MUP change will be on the Board of Supervisor's agenda. Expecting it will fall on their consent calendar as there has been no concerns regarding the change to the grant language of the permit.

### **Community Health Contracts:**

Mireya is still coordinating the CHC site visits for November – Board members are encouraged to visit along with staff to understand how the District's support is making a positive impact on the community. Board members are encouraged to visit sites of interest, even if they didn't review the last grant cycle. Need to be mindful of only 2 per visit.

**ACHD (Association of California Healthcare Districts):**

The annual meeting will be held on Oct. 9- 11 in La Jolla. Directors Schwartz-Frates, Salmon and Linda and I are confirmed as attendees.

**Community Events:**

- The Fallbrook Chamber of Commerce, Scarecrow Days – meet Rosie our gardening and healthy outdoors gal!
- The Fallbrook Chamber of Commerce, 10/20 – Flu and Tdap Shot clinic
- Bonsall Chamber of Commerce, 10/26

**Community Health & Wellness Education Center Consultants list**

Consultant Group	Contact Info
1. Catalyst Debbie Jacobs, Director - West Region	101 W. Broadway, Suite 1240 San Diego, CA 92101 630.745.9769 P Debbie.jacobs@catalysthc.com
2. Taylor Design Joe Lowe – Director, San Diego	2825 Dewey Road, Suite 200 San Diego, CA 92106 jlowe@WeAreTaylor.com
3. Cusimano & Associates Bob Musel & Louis Cusimano	901 Sonterra Blvd, Suite 311 San Antonio, TX 78258 210.325.1449 louis@cusimanoassociates.com
4. BDO Center for Healthcare Excellence & Innovation Steven Shill. Partner and National Leader	600 Anton Boulevard, Suite 500 Costa Mesa, CA 92626 714-668-7370 P 949-413-2961 M <a href="mailto:sshill@bdo.com">sshill@bdo.com</a>
5. Jump Associates Sean Young, VP of Strategy	101 S. Ellsworth Ave, Suite 600 San Mateo, CA 94401 650.373.7200 x7215 <a href="mailto:sean@jumpassociates.com">sean@jumpassociates.com</a>
6. Sg2 Eric Themm, Senior Principal	990 West 190th Street, Suite 200 Torrance, CA 90502 M 949.433.4697 F 424.247.8248 <a href="mailto:Eric.Themm@vizientinc.com">Eric.Themm@vizientinc.com</a>



# Fallbrook Regional HEALTH DISTRICT



Community Health & Wellness Center  
REQUEST FOR INTRODUCTORY PROPOSAL FOR STRATEGIC CONSULTING SERVICES  
FOR DEVELOPMENT OF A COMMUNITY HEALTH & WELLNESS CENTER

Rachel Mason, Executive Director  
RMason@FallbrookHealth.org

**REQUEST FOR INTRODUCTORY PROPOSAL FOR STRATEGIC CONSULTING  
SERVICES FOR DEVELOPMENT OF A COMMUNITY HEALTH & WELLNESS  
CENTER**

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## **SECTION 1: GENERAL INFORMATION**

### **1.1 Purpose**

The intent of this Request for Introductory Proposal (“RFIP”) is to identify a small list of Consultants who may be able to provide strategic consulting services consistent with the scope of work outlined in this document, to the Fallbrook Regional Health District, a public agency that serves the communities of Fallbrook, De Luz, Rainbow, and Bonsall.

Consultants must be able and willing to adhere to exceptional performance standards that are mission critical to our organization’s success. This document will provide potential Consultants with the information necessary to prepare and submit responses for consideration of this service. Consultants responding to this RFIP will be expected to provide Fallbrook Regional Health District (hereafter referred to as FRHD) with information and evidence that will enable the evaluation of the information in expectation of awarding a contract in a manner which best serves FRHD. FRHD has the right to use any and all ideas presented in any response to this RFIP.

### **1.2 Fallbrook Regional Health District Overview**

The Fallbrook Regional Health District (FRHD) is a dynamic public agency serving nearly 60,000 residents of Fallbrook, De Luz, Rainbow and Bonsall. Through funding from FRHD to our robust community health contract holders (grantees), we facilitate a wide range of innovative health, wellness and wellbeing programs that promote healthy lifestyles, physical health and fitness, emotional balance and the provision of basic needs. FRHD strives to develop programs and services that meet our mission: *Promoting health for the residents of Bonsall, De Luz, Fallbrook and Rainbow.*

A public agency, FRHD has provided \$9,756,690.64 in grants, termed community health contracts, since 1999. The 2019-2020 Fiscal year has allocated \$1,273,243 in contracts to support programs and services that positively impact the lives of all members of our community – from young to old, without regard to socioeconomic status, and with the goal of health and wellbeing.

### **1.3 Contact Point and Issuing Office**

The sole point of contact for questions or additional information is:

Rachel Mason, Executive Director  
Fallbrook Regional Health District  
138 S. Brandon Road  
Fallbrook, CA 92028  
[RMason@FallbrookHealth.org](mailto:RMason@FallbrookHealth.org) 760.731.9187

All responses to this RFIP must be delivered to the point of contact shown above. All questions and request for additional information must be in writing and received through the point of contact shown above (email is acceptable and preferred). A response to this Request for Introductory Proposal is due on or before October 9, 2019

## **SECTION 2: SCOPE OF SERVICES**

### **2.1 Scope of Work**

Fallbrook Regional Health District seeks to identify a consulting firm who can inform FRHD’s strategic direction as it transforms a 4.5 acre property from a former church, parsonage house

and small eight room preschool to a vibrant, community based, health education and wellness programs hub. This once-in-a-generation project is our community's unique opportunity to chart the future of preventive health and wellbeing in the community by purposefully building an intergenerational, vibrant campus where people of all ages, backgrounds and socio-economic status can engage in healthy behaviors, form meaningful connections and be well for their entire health span.

We are seeking professional expertise to help inform FRHD's strategic direction about current and future community needs, programs, services, partnerships, and innovations that will support and sustain FRHD's community hub for preventive health and wellbeing programs and services.

## **2.2 Desired requirements include the following:**

- Inform FRHD's strategic direction about current and future programs, services, partnerships and innovations that optimize the campus' potential and aligns with community needs.
- Comprehensive market analysis of the local and surrounding FRHD communities to provide a data-driven, market assessment of current and emerging trends where FRHD has an opportunity to provide, or create partnerships to provide, innovative preventive health programs and services.
- Comprehensive review and assessment of FRHD's "present state" to include (at minimum) community programs, services, and grants/community health contract performance metrics. Review current programs and services relative to market study and identify where FRHD supported programs and services add value on the overall continuum of health care (preventive vs sick care) with respect to service value. Identify future opportunities based upon emerging technologies and evolution of preventive health over the next 25 years.
- Assess FRHD's operations and organizational structure, finances, facilities and technology, community needs assessment, and partnerships.
- Gap analysis to identify structure, resources, and skills needed to meet identified opportunities and innovations.
- Provide model and roadmap for how FRHD can position itself to meet current and future opportunities (timeline, estimated costs, skills, organizational structure, etc.)

## **2.3 We are looking for a consulting firm that holds the knowledge, skills and abilities that include the following:**

- Comprehensive assessment of FRHD's current organizational structure, programs and services within the context of FRHD's general concept for a community hub for preventive health and wellbeing programs and services.
- Robust analytics to provide a comprehensive, data-driven market analysis that will inform FRHD about its ability to optimize the campus' potential and aligns with community needs for current programs and services; as well as identify opportunities for future program development and possible revenue enhancement.
- Knowledge and relationships within the local health services care market.
- Proven success with working with various models of service delivery that incorporate industry-related legislation, are cognizant of reimbursement and payer relationships, emerging trends, innovations, technologies and unique needs of the local market.

- Conduct capability assessment, gap analysis, and blueprint to close gaps needed to maximize existing and new programs and services relevant to community health and wellbeing needs.
- Extensive experience in assisting health care and community-based organizations with strategic visioning, planning and partnering.
- Actively engaged in multiple initiatives with payers, health systems and other health care providers to identify opportunities for FRHD to connect and align with current and future partners.

### **SECTION 3: GENERAL INFORMATION**

This RFIP will provide insights and guidance for the FRHD Board of Directors to use in their decision making as they determine the next steps in developing our formal Request for Proposal.

#### **3.1 Qualifications and Experience of Firm**

The Consultant shall provide information on their business, referencing applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the agency may be supplied. The firm should have a minimum of five years of experience in the healthcare industry with proven success employing technologies, analytics, intelligence and expertise to inform an organization's short- and long-term strategic direction for growth and sustainability.

The Consultant shall provide information on all projects engaged with in the last three years.

### **SECTION 4: CRITERIA FOR EVALUATION OF PROPOSALS**

#### **4.1 Evaluation Criteria & Next Steps**

The FRHD Executive Director staff will review the responses for completeness prior to review from the Strategic Planning committee of the Board of Directors. Responses will be received and evaluated on the understanding that the Consultant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Consultant and its representatives to meet the specified scope of service requirements contained in this RFIP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFIP. Additional significant consideration will be given to the quality and comprehensiveness of each Consultants response to this RFIP and to the hourly rate schedule submitted. FRHD reserves the right to withdraw or cancel this RFIP at its own discretion. FRHD also reserves the right to reject any and all responses resulting from this solicitation. FRHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Consultant to supply desired consulting services that FRHD has a right to right to expect from a Consultant with a good reputation. Such information may be taken into consideration in evaluating the responses.

Qualified Consultants may be asked to make a formal presentation and conduct a site visit prior to the FRHD issuance of a formalized RFP. FRHD desires a start date of no later than December 11, 2019.

A response to this Request for Introductory Proposal is due on or before October 9, 2019.

**REPORTS**  
Communication Only



## **Community Collaborative for Health & Wellness (CCHW) Agenda**

**Wednesday, September 18, 2019, 10:30 a.m. – 12:00 p.m.**  
Fallbrook Regional Health District Admin Building  
138 S. Brandon Road., Fallbrook

### **Welcome!**

Janine Loescher, RD, CDE, CLE, Coordinator, Fallbrook Smiles Project  
Rachel Mason, MS, MA, Executive Director, Fallbrook Regional Health District

### **Introductions**

Attendees may introduce themselves

### **PRESENTATIONS/DISCUSSIONS:**

Carolyn Bonoff, Casa Cornelia Law Center  
Diane Garrett, Better World Trust  
Paul Von Weckmann, Census Bureau

### **Announcements/updates on recent and future events**

### **Topics/speakers for Future Meetings**

### **Next CCHW:**

October 16, 2019, 10:30 am – 12:00 pm.  
Fallbrook Regional Health District Admin Building,  
138 S. Brandon Road, Fallbrook

### **Adjournment**

**NOTE LOCATION!**



**Thursday, October 3, 2019**

**Fallbrook Library**

**124 S. Mission Road**

**6:00 p.m.—Social & Refreshments**

**6:30 p.m.—7:30 p.m. Presentation**

*Featured Presentation:*

## ***“Staying Safe in Fire Season”***

***Captain MacMillan will present fire safety tips, and provide an update on current activities and concerns relevant to North County Fire Protection District.***

*Presenter:*

***Brian MacMillan, Administrative Captain  
North County Fire Protection District***

**Free Event including Refreshments**

**Please plan to attend, bring a friend and please bring a non-perishable food donation for the Food Pantry.**

**Questions? Contact Pam Knox at [pknox@fallbrookhealth.org](mailto:pknox@fallbrookhealth.org)**

**Or call 760-731-9187**

Presented by


**Fallbrook Regional**  
HEALTH  DISTRICT

Proud to be a partner of:

 **LIVE WELL**  
SAN DIEGO



# FALLBROOK Harvest FAIRE



Sunday, October 20, 2019

9 am - 4 pm

Main Avenue ~ Downtown Fallbrook

An Autumn Themed Faire of  
Handmade Crafts • Local Foods & Treats • Petting Zoo  
Pony Rides • Pumpkin Contests  
Pie Baking Contest • Scarecrows on Display



*Live Music in the Beer & Wine Garden*



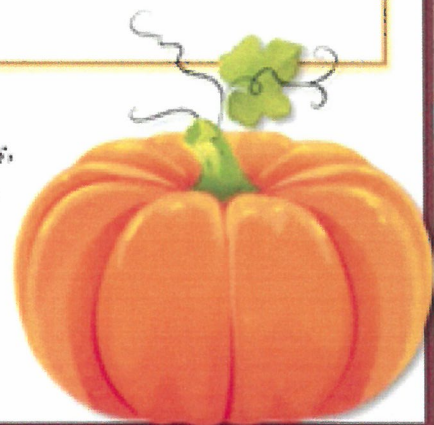
*Bourbon Tasting*

For more information or for vendor opportunity,  
Contact the Fallbrook Chamber of Commerce



760-728-5845

[www.fallbrookchamberofcommerce.org](http://www.fallbrookchamberofcommerce.org)



FALLBROOK  
**Harvest**  
FAIRE

**SUNDAY**  
**October 20, 2019**



**FREE  
SHOTS**

**Flu Shots**

(6 Months and Older)

**Tdap - Tetanus, Diphtheria,  
Whooping Cough**  
(18 Years of Age and Older)

Shots will be given by Public Health Nurses  
and vaccine provided by the S.D. County Public  
Health Department from:

**9 a.m. to noon on Hawthorne St.**

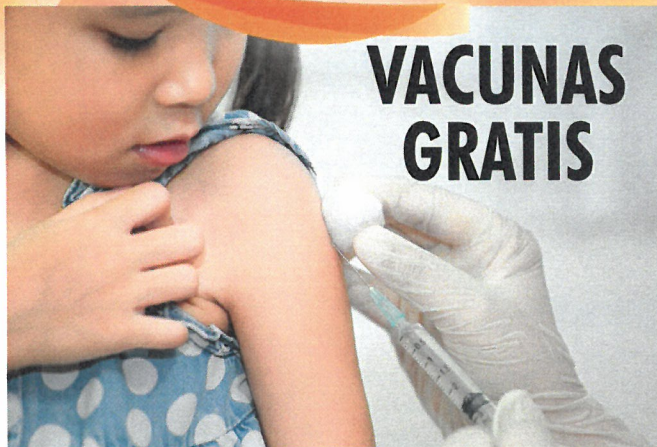


*Join in the family fun at the Chamber sponsored Harvest Faire and protect your family from the flu while there. Visit the Fallbrook Regional Health District booths for fun and informative interaction with CSUSM RN students.*



FALLBROOK  
**Harvest**  
FAIRE

**DOMINGO**  
**20 de octubre del 2019**



**VACUNAS  
GRATIS**

**Vacuna contra la gripe**  
(individuos mayores de 6 meses)

**Vacuna contra DTaP**  
— difteria, tétanos, tos ferina  
(para individuos mayores de 18 años)

Las vacunas serán proveídas por el  
Departamento de Salud Pública del Condado  
de San Diego y serán administradas por  
enfermeras de salud pública en

**E. Hawthorne St. de 9am-12pm**

*Visite los estudiantes de enfermería de CSUSM en el puesto de Fallbrook Regional Health District para una actividad informativa e divertida.*

*¡Particpe y diviértase con su familia en la Feria de la Cosecha!*





**BONSALL**

CHAMBER OF  
COMMERCE

*"Bridging Business Opportunity with Community Growth"*

# FALL FESTIVAL

**SATURDAY OCTOBER 26th**

**10 AM - 3 PM**



**SAVE THE  
DATE**

**FOOD AND BEVERAGES**


**VENDOR BOOTHS**

**PUMPKIN CARVING**

**FACE PAINTING**

**KIDS ZONE**

**AND MUCH MORE...**



**Vendor Opportunities available  
Contact the Chamber for  
Early Bird Pricing**

# Lions Gift of Sight

**FREE VISION SCREENINGS  
FREE CONSULTATION  
FREE REFURBISHED EYEGLASSES**

**ALL AGES ARE WELCOME  
FIRST COME, FIRST SERVED – COME EARLY**

WE CANNOT GUARANTEE THAT ALL PATIENTS IN LINE WILL BE SEEN  
SCREENING MAY CLOSE EARLY SUBJECT TO ATTENDANCE. NO QUALIFICATIONS.



**1636 E. Mission Rd., Fallbrook 92028**

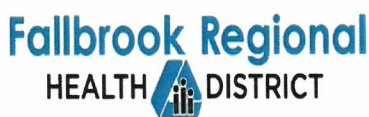
**\*Free transportation: Pick up at the Fallbrook Library every 30 minutes starting at 8:00 am last pick up at 1:30pm. Look for the white Senior Care van.**

THE VISION SCREENING IS NOT MEANT TO REPLACE A COMPREHENSIVE EYESCREENING IS DESIGNED TO ASSESS FOR OCULAR HEALTH CONCERNS AND PROVIDE A USEABLE PAIR OF REFURBISHED EYEGLASSES UNTIL PROFESSIONAL SERVICES AND OPHTHALMIC MATERIALS ARE OBTAINED.

**The San Diego North County Lions Club is proud to host this event.**

For any additional information contact: [lionarminda@yahoo.com](mailto:lionarminda@yahoo.com) or 760-405-7385

made possible by:



California Lions  
FRIENDS IN SIGHT



**Todos Bienvenidos!**

***Gratis-Examen de la Vista***

***Gratis-Anteojos Reacondicionados***

**SERA ATENDIDO DE ACUERDO A SU TIEMPO DE LLEGADA  
LLEGUE TEMPRANO**

NO PODEMOS GARANTIZAR QUE TODAS LAS PERSONAS EN LA LINEA SERAN ATENDIDAS. LOS EXAMENES PODRIAN TERMINAR TEMPRANO DE ACUERDO A LA ASISTENCIA



**1636 E. Mission Rd., Fallbrook 92028**

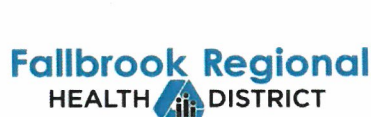
**\*Transporte gratuito: Recogida en la biblioteca Fallbrook Cada 30 minutos a partir de las 8: 00 AM Última recogida a la 1: 30 pm. Busca la camioneta blanca de ancianos; Senior Care**

EL EXAMEN DE LA VISTA NO ESTA DISENADO PARA REEMPLAZAR UN EXAMEN DE LA VISTA COM-PLETO NI LA REFRACCION QUE SE PUEDE OBTENER A TRAVES DE UN CONSULTORIO MEDICO. EL EXAMEN DE LA VISTA ESTA DISENADO PARA EVALUAR PROBLEMAS DE SALUD OCULAR Y PARA PROPORCIONAR UN PAR DE ANTEOJOS REACONDICIONADOS UTILES HASTA QUE SE OBTENGAN SERVICIOS PROFESIONALES Y MATERIALES OFTALMOLOGICOS.

**EL CLUB DE LEONES DE San Diego North County Lions Club SE  
ORGULLECE DE SER ANFITRION DE ESTE EVENTO**

**PARA PARTICIPAR O PARA OBTENER MAS INFORMACION.  
lionarminda@yahoo.com or 760-405-7385**

este evento es posible gracias a:



California Lions  
FRIENDS IN SIGHT



## **DISCUSSION ITEMS**

## **DISCUSSION ITEMS**

G1.

Review Resolution 430

- Establishing Policies and Procedures for Implementing the California Public Records Act and Policy

**RESOLUTION NO. 430**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
FALLBROOK REGIONAL HEALTHCARE DISTRICT  
ESTABLISHING POLICIES AND PROCEDURES FOR  
IMPLEMENTING THE CALIFORNIA PUBLIC RECORDS ACT**

**WHEREAS**, pursuant to the California Public Records Act (“CPRA”) found in sections 6250 et seq. of the Government Code of the State of California, the documents of the Fallbrook Regional Healthcare District (“District”) are public records subject to certain exemptions in the CPRA; and

**WHEREAS**, the District, in accordance with the CPRA and the public’s right to full and prompt access to all public records in the custody of the District, hereby adopts the following procedures for accessing the District’s public records

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Regional Healthcare District as follows:

**Policies and Procedures for Accessing Public Records**

**Policy:** The public’s right to access information concerning the conduct of the people’s business is a fundamental and necessary right. A record shall not be withheld from disclosure unless it is exempt under applicable laws, or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making records available to the public. This written policy sets forth the procedures by which such records will be made available to the public.

The District also recognizes the constitutional right to privacy accorded to individuals and this policy attempts to balance the individual’s right of privacy with the goal of open government. Should a conflict arise between this policy and the provisions of the CPRA, the CPRA shall prevail.

**NOW THEREFORE**, the Board of Directors of the District do hereby enact as follows:

1. Every request from a member of the public shall be marked on the date it is received by the District, whether the request is made in writing, by regular, overnight or priority mail, or delivered by electronic means (e-mail, facsimile transmission); a separate log of all CPRA requests shall be kept and maintained by the Executive Director or his/her designee.



2. Upon receipt of the Request, the Executive Director or his/her designee shall make a preliminary inquiry as to the type(s) of records sought, and whether or not the District does in fact maintain records of the type(s) requested.
3. Upon the preliminary determination that records responsive to the request are likely to exist, the Executive Director his/her designee shall promptly transmit a copy of the particular request to the department(s) or individual(s) responsible for maintaining such records. In addition to locating records responsive to the request, the department supervisor shall make a reasonable attempt to do all of the following:
  - a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. Describe the information technology and physical location in which the records exist.
  - c. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.
4. Upon determination that the request as presented may seek records that are exempt from disclosure or inspection in whole or in part, or may seek information subject to one or more of the recognized exemptions under California Government Code Section 6254, the Executive Director or his/her designee shall also cause a copy of the records request to be promptly forwarded to the District's General Counsel.
5. Within ten (10) days of the date of initial receipt of a request, the Executive Director or his/her designee shall respond, in writing, to the requesting party. The written response shall identify, to the extent known, the available formatting of the responsive records. Additionally, the written request may include the following:
  - a. A notification that the responsive documents have been compiled and are ready for inspection during normal business hours:
    - i. A notification that a portion of the responsive documents have been compiled and are ready for inspection, along with a time estimate of when any remaining documents may be compiled for inspection and copying. Any time estimate indicating additional compilation time is necessary shall not exceed fourteen (14) additional days from the date of the response.
  - b. If the Requester asked for copies of the records, a notation of the actual costs of copying the documents requested:

- i. For hard copies of standard sized (8 ½ x 11), the actual duplication costs shall be twenty-five cents per page copied. For oversized document copies (11 x 14 and above), the cost per page shall be fifty cents per page, and for copies of architectural-sized documents (plans, plat maps), the cost per page shall be one dollar and twenty five cents per page, if copying can be accomplished in-house;
- ii. For digital copies, the direct costs of duplication shall be the costs directly incurred by the District in copying and producing the documents in electronic format.

The District shall have the right to request payment of the charges in advance of producing any copies requested.

The Executive Director shall have the discretion to waive the cost of copying and producing the documents.

6. If the District has determined that any or all of the records sought by the requesting party are subject to any recognized exemption from inspection, it shall notify the requesting party in writing within ten (10) days of the date of receipt of the original request. The notification shall set forth all of the following:
  - a. The specific grounds for the denial of the request to inspect, including which exemption(s) are deemed applicable;
  - b. The name(s) and title(s) of any District personnel responsible for the denial of the request to inspect.
7. All inspections of public records which take place in accordance with the Act and the provisions of this Resolution shall take place within the District's normal business hours.
8. Records Exempt from Disclosure. In accordance with Government Code Section 6254 as amended from time to time, the following records are exempt from disclosure and shall not be disclosed (this list is intended to be illustrative and does not include all exempted records, nor does it include records exempted pursuant to other provisions of law):
  - a. Preliminary drafts, notes or interagency or intra-district memoranda that are not retained by the District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure;

- b. Records pertaining to pending litigation to which the District is a party, or to claims made under California Tort Claims Act (Government Code 810), until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- d. Geological and geophysical data, plant production data and similar information relating to utility systems development which are obtained in confidence from any person;
- e. The contents of real estate appraisals, engineering of feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all of the contract agreements obtained, provided, however, the law of eminent domain shall not be affected by this provision;
- f. Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying such information.

**PASSED, APPROVED AND ADOPTED** at a meeting of the Board of Directors of the Fallbrook Regional Healthcare District held November 13, 2019, by the following roll call vote:

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
 Howard Salmon, Chairman  
 Board of Directors

ATTEST:

\_\_\_\_\_  
 Bill Leach, Secretary,  
 Board of Directors

## **DISCUSSION ITEMS**

G2.

Review Grant Policy

**FALLBROOK REGIONAL HEALTH DISTRICT**  
**Community Health Contracts / Grants Policy & Procedures**

**DISTRICT BACKGROUND INFORMATION**

Fallbrook Regional Health District (“District”) is a government entity under the Local Health Care District Law (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000 et seq., of the State of California). The District serves residents of the Fallbrook, Bonsall, Rainbow and De Luz areas of northern San Diego County.

Created by residents for residents, Healthcare Districts throughout California provide vital services for the community members who create and oversee them. As the most responsive form of local government, Healthcare Districts are established, operated, and controlled by local voters who understand each community's concerns and ensure that each District is effectively meeting their local health care needs.

**The Fallbrook Regional Health District Mission:**  
**Promoting health for the people of the District.**

**GUIDELINES**

**PROGRAMS FUNDED**

The District funds grants to organizations that not only meet the needs of underserved individuals and communities but are also consistent with the District's mission.

The Health Care District Act (Health & Safety Code section 32121) has evolved over the years to provide very broad authority to Health Care Districts. Currently, Health Care Districts have numerous powers, which include the establishment, maintenance, and operation, or the providing of assistance in the operation of, one or more health facilities or health services, including but not limited to, outpatient programs, services and facilities; retirement programs, services, and facilities; chemical dependency programs, services, and facilities; or other health care programs, services, and facilities for the benefit of the people served by the district.

Moreover, among other powers, the Health District may establish, maintain, and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers; health education, wellness and prevention programs; rehabilitation, aftercare and any other healthcare services; provider groups; and organizations that are necessary for the maintenance of good physical and mental health in the communities served by the District.

**POPULATION SERVED**

The District provides grant funding through the Community Health Contracts (CHC) program. Community Health Contract funds must benefit the residents of the communities served by the Fallbrook Regional Health District. The District's service area and sphere of influence area covers 110.57 square miles. This includes Bonsall, De Luz, Fallbrook, and Rainbow. Estimated population of the District is 57,000 (SANDAG, January 2011). The San Diego Local Agency Formation Commission (LAFCO) Sphere of Influence Map can be found here:

[http://www.sdlafo.org/images/11x17maps/HCD\\_Fallbrook.pdf](http://www.sdlafo.org/images/11x17maps/HCD_Fallbrook.pdf)

**APPLICANT ELIGIBILITY**

To be eligible for consideration, the applicant must meet the following requirements:

1. The agency must be an incorporated nonprofit organization with a tax-exempt status under California state law and Section 501(c)(3) of the Internal Revenue Code, or, be a public/governmental agency, program or institution.

Newly established agencies must:

- a. Demonstrate, through written agreement with a 501(c)(3) qualified agency that, for the one-year period of the CHC, they will fall under the auspices of that qualified agency. The agency providing the umbrella status must meet the District requirement of being an established provider of healthcare related preventive or intervention services to the public in the District community.
- b. Secure 501(c)(3) status within the CHC funded year. If they fail to secure 501(c)(3) status, they will be ineligible for subsequent application for Fallbrook Regional Health District funding until such time as proof of 501(c)(3) status has been attained and presented.

2. For-profit (commercial) organizations are eligible to apply but will only be considered if providing services that are not available by a nonprofit provider. All policies and requirements apply equally to for-profit and non-profit recipients. Including, but not limited to the inclusion of financial information, budgets and reporting or results.
3. The agency must demonstrate the ability to provide services and/or programs that will benefit the residents of the District.
4. The funded services must be provided within the District and demonstrate the ability to make services and/or programs easily accessible to District residents.
5. Awarding contracts to underserved individuals will be taken under consideration; however, support for this application would likely be referred to a nonprofit partner to coordinate services.

### **MULTIPLE APPLICATION SUBMISSIONS**

An agency may submit multiple grant applications per fiscal year for multiple programs. For example: If an agency operates two distinct programs, one dental clinic and one mental health clinic, the agency could, theoretically, apply for and receive two district CHCs.

### **PRIOR GRANT RECIPIENTS**

The District does not restrict reapplication from year to year for previously awarded contract holders. However, noncompliant or inefficient use of funds may render organizations ineligible for future funding. Considering the circumstances under which grants may be provided to prior grant recipients, and exceptions to these circumstances.

### **INELIGIBLE FOR FUNDING**

The District will not fund:

- Endowments
- Awarding grants to, and limiting funds for, foundations that are sponsored or controlled by, or associated with, a separate grant recipient.
- Expenses related to fundraising or lobbying of public officials or other political purposes
- Organizations intending to "pass-through" or re-grant District funds to other organizations; unless serving as the fiscal agent or umbrella for a designated local nonprofit. Funds must be clearly used to support District residents.
- Basic research, defined herein as the pursuit of knowledge without immediate practical program or human applications
- Sectarian purposes
- Programs related to provision of housing, employment opportunity and/or educational pursuits for the purpose of employment.
- All other restricted uses contained herein.

**REVIEW PROCESS**

All CHC funding requests are reviewed by the District Executive Director and Board Directors. During the review process, the District may require additional information from applicants. This information may include oral or written clarification of CHC request detail. The District may include a panel of community stakeholders to review the completeness and merit of the applicants and provide feedback to the Executive Director. Final funding decisions will be made by the District Board of Directors at a public meeting. See application and review schedule on page 5. Certain rights are reserved to Board discretion and action.

**RIGHTS RESERVED BY THE BOARD OF DIRECTORS**

The Fallbrook Regional Health District Board of Directors reserves the right to decline or accept application(s) upon fair consideration in accord with CHC guidelines established and provided to all applicants. On applications accepted and approved, the Board reserves the right to determine the amount of funding to be awarded.

The Board reserves the right to adjust category designation in accord with its' established criteria. In addition, the Board reserves the right to seek additional information as necessary to make their funding determinations. This shall be by request for clarification in written form. Requests shall be presented to the applicant by the appropriate District Staff Member and must be returned to the District office in a timely manner. Site visits and/or interviews may also be scheduled in the application review process.

**EVALUATION CRITERIA**

All CHC applications will be evaluated on the following criteria:

1. Proposed program addresses and/or includes one of the following:
  - a. High Cholesterol
  - b. Hypertension
  - c. Type 2 Diabetes
  - d. Eye Problems/Eye Disease
  - e. Obesity
  - f. Anxiety
  - g. Depression
  - h. Adolescent Health
  - i. Behavioral Health
  - j. Prevention Initiatives
2. At least 80% of FRHD funded program participants are District residents. Applicants agree to submit program participants' zip code in the quarterly progress report.
3. 10% of proposed program's budget is funded by another funding source/ in kind support.
4. Program has fully developed program goals that can be measured at quarterly intervals. Corresponding SMART (Specific, Measurable, Achievable, Realistic, Time-Bound) Objectives will be provided to demonstrate how those goals will be achieved. Programs that have singular goals may reiterate the goal and SMART Objectives for each quarter.
  - a. Programs with time bound or singular events will select only that quarter in which the activity takes place.
  - b. One goal and corresponding SMART Objective are to be developed for each quarter and stated in the proposal.
  - c. Each quarterly report will also include the zip code, gender and age of participants. Additional data categories will be mutually agreed upon by FRHD



and the funded organization. The data will be reported in a manner determined by the funded organization.

5. Programs are to be based on evidence-based program(s)/ best practices.
  - a. New programs, pilots, should be able to demonstrate the need for this service, that there is no existing service working toward the same goal, and or that collaboration with an existing service is anticipated.
6. The application will list where and when it is anticipated that acknowledgement of Fallbrook Regional Health District funding support will be included. This includes all print and electronic materials, press releases, website references, and any other form of written and verbal publicity that relates to the funded program. Acknowledgment should include an official sponsor line, as well as the FRHD logo. Flyers and links are to be included in the quarterly report.
7. While not a required element of proposals, programs that include collaboration with another agency will be viewed favorably in the reviewing process.

### **APPLICATION & EVALUATION SCHEDULE**

**COMMUNITY HEALTH CONTRACT WORKSHOPS:** Informational session, Q&A, and collaborative brainstorming will occur in January & February.

**APPLICATION WINDOW:** Open, first Monday in March at 9:00am, Close, last Monday in March, 5:00pm. Application is available on the Community Health Contracts Page: <https://www.fallbrookhealth.org/community-health-contracts>

*Technical assistance from Community Health Coordinator is available upon request.*

### **APPLICATION EVALUATION PERIOD: April 1-30**

The Executive Director and Community Health Coordinator will review each application for completeness before submitting copies to the Board of Directors. Each Board Director shall receive some number of applications to review, with distribution based upon the Board Members interest and or knowledge within the area of service. Site visits may be scheduled. Additionally, a panel of community stakeholders may be organized to assist and provide feedback upon the merit of the program or project being proposed.

*Individual meetings regarding the merit of grant applications between a grant applicant and a district board member, officer, or staff outside of the district's established grant awards process is prohibited. Technical assistance from Community Health Coordinator or Executive Director may be offered.*

**BOARD REVIEW AND DISCUSSION: FINANCE COMMITTEE, 1st Wednesday in May**  
Recommendations for CHC awards and amounts will be discussed at the May Finance meeting. Located at the FRHD Admin Building Meeting Room, 138 South Brandon Road, Fallbrook.

**ANNOUNCEMENT OF AWARDS: BOARD OF DIRECTORS MEETING, 2nd Wednesday in May or June.** Pending need for additional details the announcement may occur in June. Location: FRHD Admin Building Meeting Room, 138 South Brandon Road, Fallbrook.

**DISTRIBUTION OF CHC AGREEMENT:** Signed agreement must be returned to the District by the 1st Wednesday of July to complete execution prior to scheduling Quarter 1 payment site visit.

**QUARTER 1 PAYMENT AND SITE VISITS:** Board of Directors and staff will begin making disbursements and conducting site visits during the month of July.

Exact dates will be updated and posted on <https://www.fallbrookhealth.org/> every year

**REPORTING & PAYMENT DISTRIBUTION GUIDELINES**

By accepting the contract, the recipient agrees to periodic monitoring of their contracted program by District staff members and/or a District consultant. Additionally, the recipient agrees to submit timely periodic written and/or oral reports to the Board as defined in the executed agreement and to participate in District Community Health Program events and attend, representatively, District Board meetings when requested.

Reports must be submitted by the following due dates:

- 1<sup>st</sup> Quarter: 2<sup>nd</sup> Wednesday of October
- 2<sup>nd</sup> Quarter: 2<sup>nd</sup> Wednesday of January
- 3<sup>rd</sup> Quarter: 2<sup>nd</sup> Wednesday of April
- 4<sup>th</sup> Quarter: 2<sup>nd</sup> Wednesday of July

Contract holders must contact the Community Health Coordinator if these deadlines can not be met before the due date. Reports that are more than one month late may cause the contract to be cancelled.

Payment Distribution will be on or after the following payment dates:

- 1<sup>st</sup> Quarter Check: 1<sup>st</sup> Monday of July
- 2<sup>nd</sup> Quarter Check: 1<sup>st</sup> Monday of November
- 3<sup>rd</sup> Quarter Check: 1<sup>st</sup> Monday of February
- 4<sup>th</sup> Quarter Check: 1<sup>st</sup> Monday of May

The Community Health Coordinator will contact recipients to schedule a site visit where payment distribution will be made. Payment is contingent upon receipt of quarterly reports. Community Health Coordinator, Board Member(s), and/or Executive Director may be present at site visit.

**SPONSORSHIP OF CHARITABLE EVENTS**

FRHD does not currently provide sponsorships of charitable events. However, support for these events may be considered at a future time, which would be publicly announced and would follow the below guidelines:

1. Organizations requesting the District to sponsor a charitable event shall solicit in the form of a letter or in combination with a grant request application, as well as any appropriate back-up materials, including a list of sponsorship levels, if applicable.
2. The request shall clearly indicate the amount requested, the sponsorship opportunity levels, and how the event will benefit a community health care program that provides services in the District.
3. The request shall include the price per individual ticket/pass to attend, as well as the portion of the amount attributed to the purchase of goods and services.

## GRANTS POLICY & PROCEDURES

4. The request shall include a final accounting of the prior year's event, if applicable, as well as a budget for the event being requested, so the District can clearly determine the cost of holding the event in comparison to the funds benefitting community health care programs. No less than 80 percent of the revenue shall be applied to the organization's programs and not to event expenses.
5. Events advertised in brochures and/or fliers that give the appearance of being sent to the District as part of a mass mailing shall not be considered.

## **DISCUSSION ITEMS**

G3.

Review Election of Directors and Board Vacancies Policy

Policies and Procedures Manual	Policy # _____	Page 1 of 1
	Title: Election of Directors and Board Vacancies	
	Latest Revision Date: __/__/2019	

**ELECTION OF DIRECTORS AND BOARD VACANCIES**

The following polices shall apply to the election of District Directors and the process which shall be followed in the event of a vacancy in the office of a Board member.

A. Election of Directors.

The District Board of Directors consist of five (5) members, each of whom must be a registered voter residing in a specific Zone of the District. Directors serve a term of four (4) years. The four-year terms are staggered so that either two or three board members are elected every two (2) years.

In accordance with Health & Safety Code §32100.5 the general election to elect Board members shall be held in on the first Tuesday after the first Monday in November of each even numbered year. District elections shall be consolidated and shall follow the procedures set forth in the statewide general election provisions provided in Elections Code §10400 et. seq.

B. Vacancy of Office.

Government Code §1780 provides the method of filling the vacancy of Healthcare District Board members. The Board of Directors has up to sixty (60) days after the vacancy has occurred to appoint or call an election to fill the office of a new Director. In accordance with Health & Safety Code §32100.1, the new appointee is required to be a resident from the Zone in which the vacancy has been created. Notice of the Vacancy shall be posted at least fifteen (15) days prior to the meeting in which applicants are interviewed. The interview process and vote of the Board of Directors shall be done at a public meeting in open session.

## **ACTION ITEMS**

## **ACTION ITEMS**

H1.

Consideration and Adoption of Ordinance No. 2  
– Increasing Compensation of Directors

**ORDINANCE NO.   2**

**ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK REGIONAL HEALTH DISTRICT  
INCREASING COMPENSATION OF DIRECTORS**

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE FALLBROOK REGIONAL HEALTH DISTRICT (“District”) as follows:

Section 1. Health & Safety Code Section 32103(b) provides that the Board of Directors may, by ordinance adopted pursuant to Water Code Section 20200, increase the amount of compensation that may be received by Board members in an amount not to exceed five percent (5%), for each calendar year following the operative date of the last adjustment.

Section 2. Water Code Section 20203 requires that the ordinance increasing compensation must be considered after a public hearing and notice of the hearing shall be published in a newspaper of general circulation pursuant Government Code Section 6066.

Section 3. Notice of the public hearing was published once a week for two successive weeks with at least five days intervening between the respective publication dates with the period of notice commencing on the first day of publication and terminating at the end of the fourteenth day all in accordance with Government Code Section 6066.

Section 4. After the public hearing, the Board determined that each director shall receive compensation of \$105 for attending compensable board meetings in accordance with Policy #3010 of the Meeting Compensation Guidelines in the District Policies and Procedural Manual.

Section 5. This Ordinance shall become effective on January 1, 2020, and shall be published once a week for two (2) successive weeks in accordance with Government Code Section 6066 in a newspaper of general circulation within the District.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Fallbrook Regional Health District at a regular meeting held on October 8, 2019, by the following roll call vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Howard Salmon, Chairman

ATTEST:

\_\_\_\_\_  
Bill Leach, Secretary, Board of Directors



## **ACTION ITEMS**

H2.

Consideration and Adoption of Resolution 429  
– Adopting Meeting Compensation Guidelines  
and a Policy of Six (6) Meetings Per Month

**RESOLUTION NO. 429**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE FALLBROOK REGIONAL HEALTH DISTRICT  
ADOPTING MEETING COMPENSATION GUIDELINES  
AND A POLICY OF SIX (6) MEETINGS PER MONTH**

WHEREAS, Health & Safety Code section 32103 authorizes the payment to members of the Board of Directors (“Board”) of \$100 per meeting, not to exceed six (6) meetings per month, and allows payment of actual and necessary traveling and incidental expenses incurred in the performance of official business of the Fallbrook Regional Health District (“District”) as approved by the Board; and

WHEREAS, Health & Safety Code section 32103 provides that if Board members are compensated for more than five meetings per month, the Board must annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than five meetings are necessary for the effective operations of the District; and

WHEREAS, Government Code section 53232.1 outlines the meetings in which Board members may receive compensation and requires that such meeting must constitute the performance of official duties; and

WHEREAS, the Board desires by this Resolution to adopt meeting compensation guidelines, a policy of six (6) meetings per month, and the guidelines for reimbursable expenses in accordance with Health & Safety Code section 32103 and Government Code section 53232.1

THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

Section 1: The attached modifications to Policy #3010 Meeting Compensation Guidelines is incorporated into the District’s Policies and Procedures Manual.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Fallbrook Regional Health District on October 8, 2019, by the following roll call vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Howard Salmon, President, Board of Directors

ATTEST:

\_\_\_\_\_  
Bill Leach, Secretary, Board of Directors

**ACTION ITEMS**

H3.

Approval of Meeting Compensation Policy 3010

**FALLBROOK REGIONAL HEALTH DISTRICT**  
POLICY MANUAL

Meeting Compensation Guidelines

The Local Healthcare District Law authorizes the payment to Board members of \$100 per meeting, not to exceed six (6) meetings per month, provided that if the District compensates its Board member for more than five (5) meetings per month, the Board must annually adopt a written policy based on findings supported by substantial evidence why more than five (5) meetings are necessary for the effective operation of the District. In accordance with Health & Safety Code section 32103, the Board finds that the following facts substantiates the increase from five (5) to six (6) compensable meetings and constitutes meetings and occasions in performance of official duties for which a Board member may receive payment.

1. The Fallbrook Regional Health District (FRHD) has a service area of approximately 110 square miles in Northern San Diego County and serves a population of almost 60,000 residents.
2. The Board of Directors is responsible for insuring that the unmet health care needs of the District residents are addressed, including providing approximately \$1 million annually to support community healthcare programs and services.
3. In addition to regularly monthly Board meetings, the Board holds Special Meetings to focus on more specific community needs and projects. During fiscal year 2018/2019 the Board held over 30 Board meetings.
4. Board members also serve on at least 2 standing committees ranging from the Finance, Strategic Planning, Government & Public Engagement, and Facilities Committee.
5. In addition to Board and committee meetings, Board members, on behalf of the District, attend meetings, and educational conference workshops of organizations in which the District is a member including the Association of California Healthcare District and the California Special District Association.
6. In addition to attendance at mandatory ethics and harassment training, Board members also conduct inspection meetings of District Grantee's and attend meetings of non-political community groups that extend specific invitation to attend and which Board members actively participate in the programs and meetings.

Board member may receive payment for attendance at the following:

Attendance at Regular Board meetings, Special Board meetings, Standing Committee meetings and Board sanctioned meetings when attending as a representative of the FRHD and for trainings/educational activities which are required by law of members of a board of directors of a local agency in compliance with state mandated ethics training (Government Code 53232.1) and harassment training (Government Code 53237.1).

Sanctioned meetings also include:

- Events sponsored by other local, county, or state government agencies at which FRHD is expected and/or invited to be represented and officially participate in, on behalf of FRHD;

- Meetings and/or events of agencies of which FRHD is a member or subscribing participant and where FRHD is expected and/or invited to be represented. For example: Association of California Healthcare Districts (ADHD); California Special Districts Association (CSDA); San Diego Chapter of CSDA;

and include occasions that constitute the performance of official duties, such as:

- FRHD sponsored special events such as Annual Health Fair, Community Collaborative Events (example:, Community Collaborative Breakfast, Women of Wellness monthly meetings and Grant Workshops);
- Activities promotional of special events of FRHD such as information booths, parades, distribution of information and/or materials for events;
- Conducting review and/or inspections of Executive Director coordinated site visits of grant program applicants and/or recipients.

Each representative attendance to be compensated at the rate of \$100.00 per meeting, with limit of six (6) meetings a month, as provided in Health and Safety Code Section 32103. Request for compensation for attendance at sanctioned meeting(s) must be presented on Request for Compensation (Form 2040B) in accord with SOP Administration Policy 2040.

Each member of the Board shall be allowed his or her actual necessary and reasonable traveling and incidental expenses in the performance of official business of the District. Travel expense (Form 2030A) or Request for Reimbursement (Form 2040A) forms must be completed and submitted to the Administrator for payment to be generated.

A Director, at his or her discretion, may decline acceptance of compensation for Regular Board meetings, Special Board meetings and/or Standing Committee meetings and may decline to present Request for Compensation (Form 2040B) for sanctioned meetings.

Any questions regarding interpretation of these guidelines should be addressed to the FRHD's General Counsel.